

# Illinois Department of Human Services, Rep. Rita Mayfield & State Senator Adriane Johnson: GATA-Have It Training & Resource Session

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# Welcome and Introductions

**Awisi Bustos, Senior Policy Advisor** – Illinois Department of Human Services (IDHS).

**Rita Mayfield, Illinois State Representative 60<sup>th</sup> District** – Illinois General Assembly

**Adriane Johnson, Illinois State Senator 30<sup>th</sup> District** – Illinois General Assembly

**Teresa Tudor, Office of the Director-Family Community Resource Center (FCRC)** – Illinois Department of Human Services (IDHS).

# Grants Accountability and Transparency Act (GATA)

## **VISION / MISSION**

To make the GATA Prequalification and grant application process Equitable, Accessible and Applicable to all existing and potential IDHS community partners throughout the State

## **STRATEGY**

To integrate, coordinate, and leverage intuitive and innovative GATA resources to community-based organizations through our GATA Equity Initiatives.

# GATA Equity Initiative

IDHS has developed targeted technical assistance and supports to help more organizations become GATA prequalified so that our network of providers reflect and are genuinely connected to the communities they serve.

**IDHS's Goal:** Increase the number of organizations eligible to respond successfully to competitive State funding solicitations.

# GATA Equity Initiative

## **IDHS's Objectives Are To:**

- Identify emerging and diverse community organizations that want to navigate and comply with GATA
- Improve internal systems and policies that serve as unnecessary barriers
- Develop simplified, easy-to-use web-based resources
- Incorporate an equity lens in grant processes and decision-making
- Actively reach out to community organizations and connect them to resources

# GATA Equity Initiative

## Examples of Equity Initiatives Already Developed and Underway

- Legislative Outreach, Trainings, and Listening Sessions
- Prequalification Verification Form (<https://tinyurl.com/yzkumjkh>)
- Youth Development Programming Capacity Building/Technical Assistance
- Technical Assistance Learning Management System (<https://enuggetlearning.com/idhs> )
- GATA Training Video ([https://youtu.be/qTHt\\_Jd4ag4](https://youtu.be/qTHt_Jd4ag4) )
- GATA Prequalification Free Mobile App ([dhs.illinois.gov/grants/guide](https://dhs.illinois.gov/grants/guide))
- Implicit Bias and Equity Trainings and Guidelines for Staff and Reviewers
- Ensuring Timely Applications Have an Opportunity to be Reviewed and Scored
- Equity Language baked in NOFO's
- Centralized Grants Search Library (in development)

# GATA Equity Initiative

**GATA App Training Tool:** The GATA App is a Grants Accountability and Transparency Act technical assistance and supports application that IDHS developed to intuitively guide grant seeking organizations and community partners like you, through every step of the pre-qualification and pre-award process in order to become GATA prequalified.

Let's face it, if you want the grants, you "GATA Have It"!

Let's get started!

# GATA App Training: A Step-By-Step Approach to the Pre-Qualification and Pre-Award Process

## GATA Have It!

Let's get you **GATA pre-qualified and through the Pre-Award process** so you can receive the state grants you need to better serve the people of Illinois!





# GATA Training App: A Step-By-Step Approach to The Pre-Qualification and Pre-Award Process

## What to expect

Steps 1-7 → Pre-Qualification

Steps 8-9 → Pre-Award

- Note that you won't be able to complete the entire process in one day, as some steps are contingent upon others.
- ***But remember:*** Your grant application ***cannot*** be processed until you are pre-qualified, ***so don't put this process off!***

**TIP!** for a step by step walk through this process Visit: <http://intranet.dhs.illinois.gov/oneweb/page.aspx?item=138635>



# Register your organization with the State of Illinois

## Step 1.

### Register your organization with the State of Illinois

First, you'll need to register your organization with the Illinois Secretary of State and receive a Certificate of Good Standing.

**This step is the only one with a cost, the remaining steps are free.** Organization registration cost: \$100 - \$150, or \$125 - \$250 expedited. Certificate of Good Standing cost: \$25 (corporation) or \$5 (not-for-profit corporation).

Turnaround time: 2-6 weeks

[Register with the Illinois Secretary of State](#)

### TIP!

You must maintain Good Standing annually, so make sure you revisit the registration every year.

# Pre-Qualification

## Step 2.

### Obtain a FEIN/EIN

Next, you'll need to obtain a Federal Employer Identification Number (FEIN/EIN) from the IRS if you don't already have one.

Turnaround time: Immediate

[Apply for an Employer Identification Number](#)

### TIP!

Make sure you use the exact same organization name that was approved by the State of Illinois in the previous step

# Pre-Qualification

## Step 3.

### **Register for a SAM.gov account / Obtain a UEI number**

Once you have your FEIN, you can register for a SAM.gov account. You will also need your organization's legal name, address, entity type, and bank information to set up electronic funds transfer (EFT). As part of your registration, you will obtain a Unique Entity Identifier (UEI) that you enter into the Grantee Portal (Step 6).

Turnaround time: Up to 6 weeks

Register with SAM.gov Here: [SAM.gov | Home](#)

# Pre-Qualification

## Step 3.

### TIPS!

- For points of contact in your organization, you can put the same person for multiple roles (i.e., CEO, CFO).
- Don't mark your SAM.gov account "private" until after you are GATA-prequalified or the system won't sync your accounts.
- Allow up to 10 days for your account to be activated in SAM and another 24 hours to be available in other systems.
- You must re-register for your SAM.gov account annually.

# Pre-Qualification

## Step 4.

### Sign up for an Illinois.gov account

If you already have an Illinois.gov account, you may not need to create another one.

Turnaround time: Immediate

#### Create an Illinois.gov account

After you register, you will need to verify your account by clicking the link in the email message that was sent to you from [IdentityManagement@Illinois.gov](mailto:IdentityManagement@Illinois.gov)

#### **TIP!**

Make sure you use your business email when registering.

# Pre-Qualification

## Step 5.

**Link your GATA account with your Illinois.gov account**

Turnaround time: Immediate

[Link your GATA and Illinois.gov accounts](#)

## **TIP!**

You will need your organization's 12-digit UEI number.

# Pre-Qualification

## Step 6.

### Create an Organization profile on the Grantee Portal

Turnaround time: 1-3 days

[Create an Illinois GATA Grantee Portal account](#)

#### **TIPS!**

This information should match the information used for your EIN, DUNS, and SAM.gov account.

Your fiscal year in the "IMPORTANT" box must match the fiscal year in SAM.gov.



# Pre-Qualification

## Great job!

You've finished all the steps to get GATA pre-qualified! Now sit tight while the State of Illinois reviews your application.

Estimated turnaround time: 1 day

Check the grantee portal to see if each status requirement has been approved ("Good") or is "Pending" and/or requires action. Make sure you check the email you registered with for notifications about these changes.

Once you have been approved, you can start applying to state grants.

**Before you are awarded a grant, make sure you complete the next two steps.**

# Pre-Award

## **Step 7.**

### **Complete the Internal Controls Questionnaire (ICQ)**

Before your grant can be awarded, you must complete the ICQ, which consists of about 70 questions, in 10 sections. You will need to enter the names of the Executive Director and Chief Financial Officer (or equivalents) to complete the form.

[Complete the ICQ on the Illinois GATA Grantee Portal](#)

### **TIP!**

The ICQ must be completed every state fiscal year, which begins in July.

# Congratulations!

You are now GATA pre-qualified and you've completed the pre-award requirements. We're excited to see the change you'll bring to the state of Illinois.

If you are applying for IDHS grants, see [How to Sign Up for CSA and CRV.](#)

IDHS GATA App

Link: <http://intranet.dhs.illinois.gov/one/web/page.aspx?item=138635>

Questions?

Email [DHS.GrantApp@Illinois.gov](mailto:DHS.GrantApp@Illinois.gov)

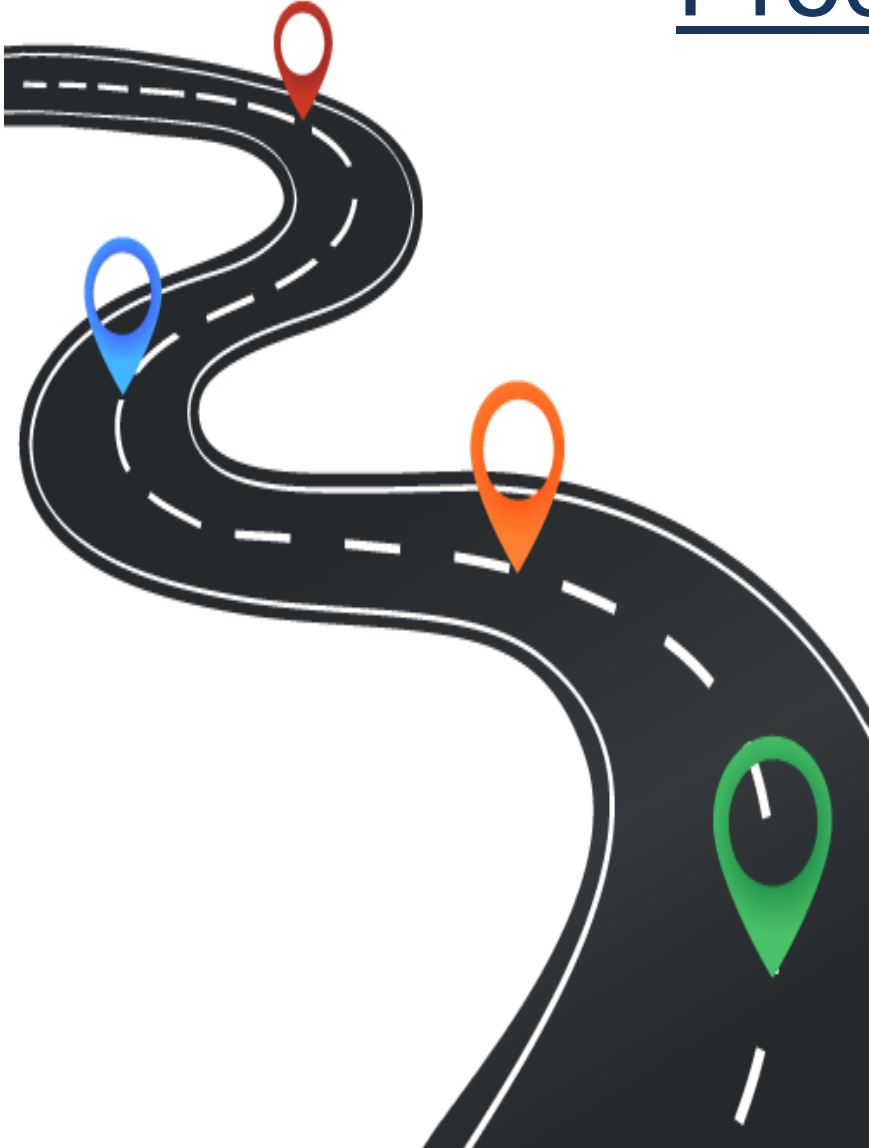


# Reminder

Prequalification leads  
you to all state grant  
funding



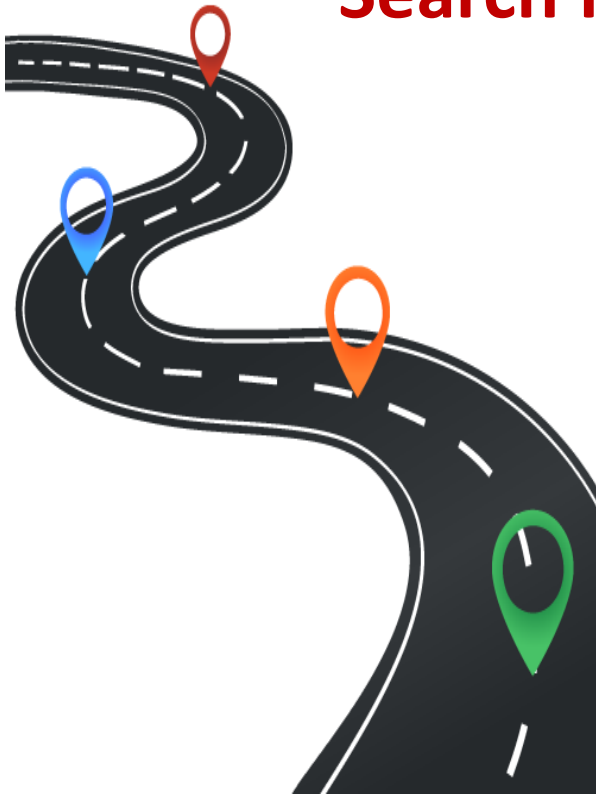
# The State grant application Process



- Search for funding opportunities
- Prequalify
- Complete Risk Assessments
- Complete a Notice of Funding Opportunity (NOFO)

# Finding Funding Opportunities

## **Search for funding opportunities**



Illinois Catalog of State  
Financial Assistance (CSFA)

<https://www2.illinois.gov/sites/GATA/Grants/SitePages/CSFA.aspx>

# Illinois Catalog of State Financial Assistance (CSFA)



**Grant Accountability  
and  
Transparency Act**



[Home](#) [About](#) ▾ [Current News](#) [CSFA](#) [Resource Library](#) [Grantee Links](#) ▾ [Webinars](#) ▾

CSFA Home

## Illinois Catalog of State Financial Assistance

The Catalog of State Financial Assistance (CSFA) is a single, authoritative, statewide, comprehensive source document of State financial assistance program information.

**Disclaimer:** CSFA data is based on State Agency entries. Contact information for the assigned state agency representative is provided at the program level and at the state agency level.

### Active Programs and Awards

[Click here to browse a list of agencies that have active grant programs](#)

[Click here to browse a list of currently funded grant programs](#)

[Click here to browse a list of current funding opportunities](#)

Search active programs :

Search

Search registered grantees :

Search

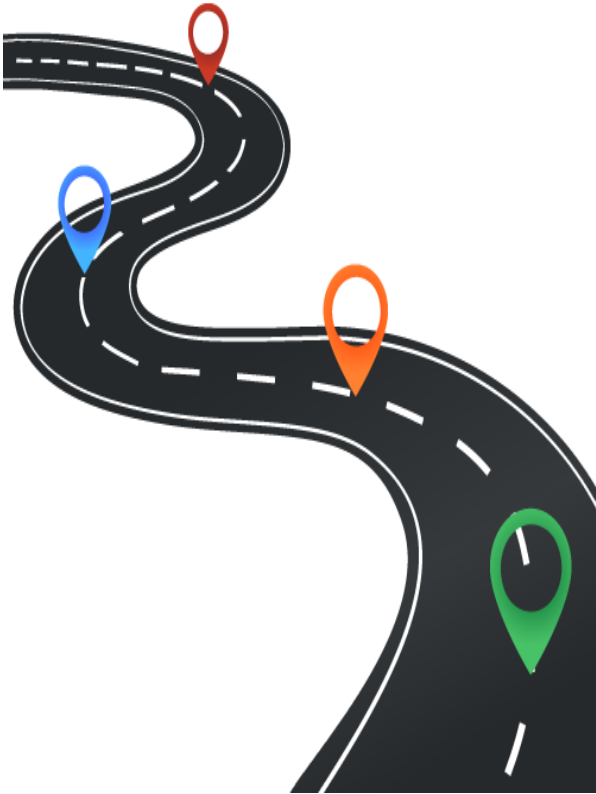
# Illinois Catalog of State Financial Assistance (CSFA)

[CSFA Home](#) / Funding Opportunities

Opportunity Title	Agency	Application Date Range	Award Range
<a href="#">Broadband Regional Engagement for Adoption and Digital Equity Community Technology Center Grant Program</a>	DCEO (420)	07/14/2021 - 07/14/2021	\$1 - \$500000
<a href="#">Rebuild Downtowns &amp; Main Streets Capital Grant</a>	DCEO (420)	09/10/2021 - 09/10/2021	\$250000 - \$3000000
<a href="#">Business Attraction Prime Sites</a>	DCEO (420)	09/20/2021 - 09/20/2021	\$250000 - \$6000000
<a href="#">Tourism Attractions &amp; Festivals Grant Program</a>	DCEO (420)	08/10/2021 - 08/10/2021	\$10000 - \$1000000
<a href="#">Rebuild Downtowns &amp; Main Streets Capital Grant</a>	DCEO (420)	09/10/2021 - 09/10/2021	\$250000 - \$3000000



# NOFO



**Notice of Funding  
Opportunity (NOFO)**

# What is a NOFO?

- It's a mechanism for state agencies to communicate to the public about competitive grant funding
- It's a requirement of GATA
- **It tells you everything you need to know to complete an application**

# NOFO sections

- Program Description
- Funding Information
- **Eligibility Information**
- **Application Submission Information**
- Application Review Information
- Award Administration Information
- State Awarding Agency
- Other Information
- Mandatory Forms

# Key Components of the NOFO

- Eligibility Information
  - Type of applicant organizations
  - Any specific criteria
- Submission Information
  - Due date and time ***DON'T BE LATE!***
  - Method of Submission

# Key Components of the NOFO (Continued)

- Application Requirements
  - **Content** (*may vary across programs*)
    - **Executive Summary**
    - **Need**
    - **Agency Qualifications/Organizational Capacity**
    - **Quality - Description of Program Design and Services**
    - **Program Evaluation**
    - **Budget**
  - **Format**
  - **Mandatory forms (attachments)**

# Key Components of the NOFO (Continued)

## Budget and Budget Narrative

- You must enter your proposed budget into the CSA tracking system.

<https://csa.dhs.illinois.gov/gtpsecure/gtp>

- Go to the following link for instructions:

<http://www.dhs.state.il.us/page.aspx?item=61069>

- For additional help:

[http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual Revision 3 28 18.pdf](http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual%20Revision%203%2028%2018.pdf)



This is a multi-step process so begin as soon as possible

# How your application is scored

- At least 3 impartial reviewers will score each application
- The NOFO provides a scoring matrix, assigning points for each section

Scoring will be on a 100-point scale.

Proposal Scoring	Points
Executive Summary	5
Capacity-Agency Qualification/Organizational Capacity	30
Quality-Description of Program/Services	40
Racial and Ethnic Disparities	20
Budget & Budget Narrative	5
TOTAL	100

# GRANT WRITING



# Should I Apply?

## Should I apply for one grant?

- ☐ Am I ready to apply for a grant? Do I have the time and resources to carry out the activities should I secure the grant?
- ☐ Do I understand all that is involved with securing a grant?
- ☐ Do I have the capacity to start program activities by the program start date identified in the NOFO?
- ☐ Do I have staff available to complete all required reports in a timely fashion?
- ☐ Are the goals, process objectives, and outcome objectives of the NOFO realistic for our organization to accomplish successfully?
- ☐ Do I have in place, or can I set up, mechanisms to comply with the requirements of the grant agreement?

# Should I Apply?

## **Should I apply for multiple grants?**

- NOFOs will be posted to the CSFA funding opportunities page. If applicants meet the eligibility requirements and are registered GATA users in good standing, they can apply for ALL grants for which they qualify. Questions that organizations (applying entities) should ask themselves are:
  - ☐ Am I ready to apply for multiple grants? Do I have the time and resources to carry out the activities should I secure the grants
  - ☐ Does my organization have the capacity to meet the requirements of the grants?
  - ☐ Will I have supplanting issues?
  - ☐ Will I be able to write a budget to meet multiple grant requirements?

# **Things to Consider Before** **Applying**

## General Factors to Consider

- Capacity of the organization
- Fit
- Resources
- Timing

# **Tips for Successful Grant Writing**

Before you start any application, you should consider what successful responses look like. You should make sure that the narrative addresses each section – writing to and responding to each section of the NOFO. Use this checklist as your final checklist before you submit your application.

# Tips for Successful Grant Writing

- Applicant must be eligible to apply.
- Applicant must meet all of the eligibility requirements.
- Applicant must read through the entire NOFO.

**Tip:** Identify the due date and outline a timeline for application development. Review each section in detail.

- Follow all materials for a comprehensive approach.

**Tip:** Ask a neutral party to review your application packet.

# Tips for Successful Grant Writing

- Use the narrative to respond to the required information, and place requested information in the sections, as outlined in the NOFO.

**Tip:** Remember, the application must speak for itself; if it's not in the application, the reviewer will not know it. If information is not in the appropriate section, as outlined in the NOFO, points may not be awarded.

# Tips for Successful Grant Writing

- The application packet must adhere to NOFO requirements.
  - **Tip:** Check, check, and triple-check the application packet before submission.
- All components of the NOFO must be submitted before the deadline.
  - **Tip:** Assign appropriate staff to each component of the application and coordinate efforts. SUBMIT EARLY!

# Tips for Successful Grant Writing

- **Focus on Goals and Objectives**
  - The application must address the goals and objectives of the funding opportunity.
  - The goals and objectives must be supported by current and relevant data and research.
  - The goals and objectives must be clear, concrete, and measurable, and they must support the purpose of the program.



# Tips for Successful Grant Writing

- **Focus on Project Design**
  - The application packet must demonstrate an understanding of the project.
  - Program design must address all issues raised in the funding opportunity.
  - Project design must be effective and efficient for the targeted population.

# Questions

## Thank You!