

# Applying for the grant

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# Basic Requirements

- Active SAM.gov account
- Complete ICQ for each STATE fiscal year (begins July 1)
- Remain compliant
- Follow stipulations in agreement
- All 5 documents must be submitted for BSPE grants:
  - Application
  - PRA
  - Budget
  - Affidavit of Conflict of Interest
  - Attachment (varies based on program)
- All documents, due dates, and additional application stipulations will be in NOFO
- Reporting
  - Required Uniform Reporting BoBS 2832

# Before applying

- Ensure SAM.gov account is active
- Have GOMB GATA Portal account
  - We encourage more than one employee have access to the portal
  - Check status to see if centralized, parent-child, or individual
- Read NOFO carefully
- Check eligibility for grant applicants (e.g., some are only for local law enforcement)
- ICQ must be completed for appropriate STATE fiscal year (begins July 1)
- Not on Stop Pay List
- Not delinquent on reporting and/or audit review

# GOMB GATA Portal

- Access at [grants.illinois.gov/portal/](https://grants.illinois.gov/portal/)
- Notice if portal account is centralized, parent-child, or individual
  - Will need to have correct account to use on application and accompanying documents
- Have more than one user with login credentials
- Grantees can add or delete additional users
- Ensure all pre-qualification requirements are met (see previous 2 slides)
- Ensure current STATE fiscal year ICQ completed
- Submit any outstanding audit material
- NOSA will be issued in portal

# Pre-Qualifications in Portal- Compliant

PRE-QUALIFICATION INFORMATION		Pre-Qual History	Add a note
<b>SAM.gov Account:</b>	Good until 8/29/2019	<a href="#">SAM.Gov</a> <input type="button" value="Manually Update"/>	
<b>Federal Employer ID (FEIN):</b>	Good		
<b>Federal Excluded Parties List:</b>	Good		
<b>Federal Delinquent Debt:</b>	Good	The 'Federal Delinquent Debt' listing is for information only and is not a requirement for pre-qualification.	
<b>Illinois Secretary of State:</b>	Not Required	<a href="#">SOS Corp/LLC Search</a>	<a href="#">SOS LP/LLP/LLLP/RLLP Search</a>
<b>Illinois Stop Payment List:</b>	Good	<input type="button" value="Add to Stop Payment List"/>	
<b>Illinois DHFS Sanction List:</b>	Good	<a href="#">DHFS Provider Sanctions</a>	

# Pre-Qualifications in Portal- Non-Compliant

PRE-QUALIFICATION INFORMATION		Pre-Qual History	Add a note
<b>SAM.gov Account:</b>	<b>DUNS not found</b>	<a href="#">SAM.Gov</a> <input type="button" value="Manually Update"/>	
<b>Federal Employer ID (FEIN):</b>	<b>Pending</b>		
<b>Federal Excluded Parties List:</b>	Good		
<b>Federal Delinquent Debt:</b>	<b>Pending</b>	The 'Federal Delinquent Debt' listing is for information only and is not a requirement for pre-qualification.	
<b>Illinois Secretary of State:</b>	Good	<a href="#">SOS Corp/LLC Search</a> <a href="#">SOS LP/LLP/LLLP/RLLP Search</a>	
<b>Illinois Stop Payment List:</b>	Good	<input type="button" value="Add to Stop Payment List"/>	
<b>Illinois DHFS Sanction List:</b>	Good	<a href="#">DHFS Provider Sanctions</a>	

# Applying for BSPE grants

- NOFO will be available at [grants.Illinois.gov](https://grants.Illinois.gov)
  - Vital information concerning eligibility, due date, stipulations, etc. are available in the NOFO for each grant opportunity
- BSPE will have the corresponding forms available on [trafficsafetygrantsillinois.org](https://trafficsafetygrantsillinois.org)
- Submit application and accompanying documents to [DOT.TSgrants@Illinois.gov](mailto:DOT.TSgrants@Illinois.gov)
- Ensure everything in GOMB GATA Portal is correct, up-to-date, and compliant

# The Application

- Form will essentially look the same for all grant funding opportunities throughout the State
- Find correct DUNS to use in the GOMB GATA Portal
  - Example
    - Just because the police department has a DUNS, they may actually need to use the City's DUNS
    - Confirmation email will inform you if a different DUNS different from the one on the application will be used
- The programmatic and financial contacts must be two separate employees
- Ensure last two lines are signed and dated

# The Programmatic Risk Assessment

- PRAs will be program-specific
- Instructions for any and all additional paperwork will be in the NOSA and grant agreement
- Make sure all questions are completely answered
- Ensure appropriate person has signed and dated PRA form at the very end
- Any required specific conditions will be documented in the NOSA stemming from programmatic risks found in the PRA

# The Attachment

- Will vary from program to program offered by BSPE
- Correct attachment form for each corresponding program will be available on [trafficsafetygrantsillinois.org](http://trafficsafetygrantsillinois.org) for the duration of the application period
- IF the attachment requires dollar amounts, then the dollar amount must match the total dollar amount requested on the budget
  - Including Indirect Cost Rate amount

# The Affidavit

- Appropriate person(s) overseeing the grant must mark the correct response, sign, and date
- Each person who needs to sign must submit their own affidavit form separate from other employees
- BSPE employees involved in the merit based review are also required to submit a conflict of interest form

# The Budget

- Should be mathematically accurate
- Need narratives on every page
- Read directions on template
- Indirect cost rates
  
- View the Budget Basics (both application and implementation) and Indirect Cost Rate Basics PowerPoints for a more thorough understanding of the topics

# Not eligible to apply for grants- Basics

- Stop Payment List
- Inactive SAM.gov account
- Prequalifications in portal not met
- Do not meet criteria set forth in NOFO
- No GOMB GATA Portal account
- Delinquent on reporting and/or audit review
- Disbarred/Suspended

# Submit grant application

- Submit all 5 documents to [DOT.TSgrants@Illinois.gov](mailto:DOT.TSgrants@Illinois.gov)
  - Application
  - PRA
  - Attachment
  - Affidavit
  - Budget
- You will either receive an official confirmation or a blanket confirmation within 3 business days of submitting the application
- Blanket confirmations are generic to let you know your email did indeed go through
  - File has not yet been established and documents have not been reviewed
  - Will not contain any information such as documents that may need to be submitted or re-submitted
- You will receive an official confirmation email up to 3-7 business days after receiving blanket confirmation email
  - File has been established and documents reviewed
  - Official confirmation email will contain
    - File number
    - Any information on documents that may need to be submitted or re-submitted
  - Official confirmation email may be sent up to 7 business days after the blanket confirmation
- If you have not received a confirmation email of any form within 10 business days, you must contact [DOT.TSgrants@Illinois.gov](mailto:DOT.TSgrants@Illinois.gov)