



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 15, 2018

CIRCULAR LETTER 2018-19

GATA REPORTING REQUIREMENTS

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The Illinois Grant Accountability and Transparency Act (GATA) was established under Public Act 98-0706 as 30 ILCS 708 on July 16, 2014. This public act put into place a new system for administering, tracking, and reporting upon funding opportunities from the State of Illinois. One objective of the GATA is to establish a centralized location, or portal, where all the grant and funding opportunities available from the State of Illinois are located. This public act also introduced several new requirements for grantees to be eligible to receive funding from the state. Please see [Circular Letter 2017-19](#) for general guidelines.

In August of 2018, the Audit and Reconciliation requirement of the GATA implementation went live. This requires all grantees to complete an annual Consolidated Year-End Financial Report (CYEFR) based on their fiscal year. The purpose of the CYEFR is for a grantee to report any expenditures in their previous fiscal year for each type of public funds received. Each public fund a grantee receives is identified by a Catalog of State Financial Assistance (CSFA) number in the GATA portal under awards. When the CYEFR is received, the state agency program area responsible for each respective grant will reconcile the expenditures reported. For Local Public Agencies (LPAs) with transportation funds, this means, the respective District Local Roads and Streets office will be working with the LPAs to reconcile the transportation CSFAs.

To successfully complete the Audit and Reconciliation process, the GATA, requires a uniform periodic reporting of expenditures. For transportation funds, uniform reports of expenditures shall be reported no less than quarterly using the IDOT's [BoBS 2832](#) form available on IDOT's web page under "Resources." Additional reporting frequency may be required based upon specific conditions, as listed in the accepted Notice of State Award (NOSA). Specific conditions are based upon the award recipient/grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ) and the Programmatic Risk Assessment (PRA). All active and future joint funding agreements for any project using state and federal funds will require this reporting as a condition of the agreement. The joint funding agreement forms are currently being updated to include this language on all future joint funding agreements.

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Uniform reporting will need to be completed starting immediately on active projects/awards and future projects/awards with the most recently completed period as defined by the LPAs fiscal year and risk for all awards an LPA receives. For example, if a LPA is required to report quarterly and the LPA's fiscal year is April through March, the quarterly report needed now would be for July through September and the next report would be October through December.

Uniform reporting on the BoBS 2832 should be done for every active award a grantee has in the GATA portal, including Motor Fuel Tax (exemption pending). For Local Roads and Streets programs, the form should be directed to the respective District Local Roads and Streets office. Please see the attached listing of programs which includes contacts for other typical transportation funding.

The completion of the uniform reporting process of all active and future projects/awards is critical in complying with the oversight and monitoring requirements in the GATA law. It must be completed even if the reporting requirement was not identified at the time of the award or when the joint funding agreement was executed. Non-compliance issues will be handled in accordance with the Compliance Enforcement System protocols. If reporting is not completed, the grantor may place the grantee on the State of Illinois Stop Payment List (30 ILCS 705/4.1).

Questions regarding the uniform reporting process may be directed to the respective District Local Roads and Streets offices.

General questions regarding GATA and the GATA processes may be directed to the Grant Services and Administration Section by emailing DOT.GATA@illinois.gov.

Questions regarding this circular letter and how it applies to specific Local Roads and Streets funding programs may be directed to Mr. Stephane B. Seck-Birhame, Local Program Development Engineer, by telephone at (217) 782-3972 or by email at Bablibile.Seck@illinois.gov.

Sincerely,



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

SSB/hp

Attachment

cc: Regional Engineers, Illinois Department of Transportation
Catherine Batey, FHWA - Illinois Division
Molly Rockford, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois

Reference Document CSFAs for Local Roads Streets Projects

Local Roads and Streets Programs

CSFA #	Program
494-00-0961*	Assistance to Needy Units of Governments - Township/Road Districts (Needy Township Program)
494-00-1010	Construction of Ferry Boats and Ferry Terminal Program (FBP)
494-00-0966*	County Consolidated Program
494-00-1007	Emergency Relief - FHWA (ER)
494-00-1008	Federal Lands Access Program (FLAP)
494-00-0967*	High-Growth Cities Program
494-00-1006	Illinois Special Bridge (formerly named Major Bridge)
494-00-1005	Local Federal Bridge Program (STP Bridge)
494-00-1004	Local Highway Safety Improvement Program (HSIP)
494-42-0495	Local Surface Transportation Program (STU and STR)
494-00-1488	Motor Fuel Tax Program (MFT) - <i>Pending Exemption Request</i>
494-00-0969*	Present Worth Jurisdictional Transfers - <i>Pending Exemption Request</i>
494-00-0964	State Matching Assistance (SMA)
494-00-0965	Township Bridge Program (TBP)
494-00-0959	Township Bridge Program Lapse Pool (On Hold)
494-00-0958	Truck Access Route Program (TARP)

* Awards from these programs are deposited as MFT funds and expenditures should be reported under MFT CSFA - *Pending Exemption*

Periodic Reporting for LRS programs should be directed to the District Local Roads and Streets Office

Other Typical Funding on Local Projects**

CSFA #	Program	Contact
494-00-1003	Congestion Mitigation and Air Quality (CMAQ)	Christopher Schmidt, 217.782.4134, Christopher.Schmidt@illinois.gov
494-00-0957	Economic Development Program	Todd Smith, 217.785.8643, Todd.A.Smith@illinois.gov
494-00-0963	Grade Crossing Protection Fund (GCPF)	Bill Pearsall, 217.785.2986, William.Pearsall@illinois.gov
494-00-1671	Illinois Competitive Freight Program	Holly Ostdick, 217.557.4145, Holly.Ostdick@illinois.gov
494-00-1000	Illinois Transportation Enhancement Program	Christy Davis, 217.785.8492, Christy.Davis@illinois.gov
494-00-1472	Local Federal Rail-Highway Safety Program (Section 130)	Bill Pearsall, 217.785.2986, William.Pearsall@illinois.gov
494-00-1002	Safe Route to School Program (SRTS)	John Paris, 217.785.1250, John.Paris@illinois.gov

**Additional funding programs' CSFAs can be found on grants.illinois.gov

Questions about uniform reporting and consolidated year-end financial reporting should be directed to DOT.GATA@illinois.gov.