



**Illinois SWCD
Winter Training
December 2023**

Operations Budget and Quarterly Reports

- New form includes detailed line items, consistent with GATA budget categories
- Budget due date is the same as previous form – September 15th
- Figures entered in the Budget tab will automatically populate into quarterly report tab
- Instruction document includes definitions of budget categories

Operations Budget and Quarterly Reports

- Budget Tab
 - Enter County Name and SWCD Staff Name in spaces provided.

**Illinois Department of Agriculture
FY2024 Soil and Water Conservation District Grant
Operations Funding Budget**

(Enter Name of County Here) County Soil and Water Conservation District

Prepared by (SWCD Staff): **Enter SWCD Staff Name**

Reviewed by (IDOA Staff): **Regional Representative**

Operations Budget and Quarterly Reports

- Budget Tab
 - Enter proposed Operations Budget in Operations Budget Column.
 - These amounts are estimated, based on prior actual expenditures and/or district need.

EXPENSE CLASSIFICATION:	OPERATIONS BUDGET	FUNDING CHANGES & AMENDMENTS	ADJUSTED BUDGET AMOUNT
1. Personnel			
a. Resource Conservationist			
b. Administrative Coordinator			
c. Other - Specify			
d. Other - Specify			
TOTAL PERSONNEL	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>

Operations Budget and Quarterly Reports

- Budget Tab
 - At the bottom of the page, the Maximum Budget Amount can be used to budget for a specific amount. When an amount is entered into this cell (B128), the Over/Under cell will calculate the difference between the Total Budget and the Maximum Budget amounts.

TOTAL BUDGET		\$0	\$0	\$0
	Maximum Budget:			
	Over/Under	\$0.00		

Operations Budget and Quarterly Reports

- Budget Tab
 - Funding Changes and Amendments Column is used to adjust the Operations Budget when the award increases or decreases, funds are transferred out/in, or moving funds from one budget category to another.

EXPENSE CLASSIFICATION:	OPERATIONS BUDGET	FUNDING CHANGES & AMENDMENTS	ADJUSTED BUDGET AMOUNT
1. Personnel			
a. Resource Conservationist			
b. Administrative Coordinator			
c. Other - Specify			
d. Other - Specify			
TOTAL PERSONNEL	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>

- Adjusted Budget Amount Column calculates the changes from the Funding Changes and Amendments Column.

Operations Budget and Quarterly Reports

- Operations Expenditures Tab
 - Same due dates as previous form (per Transmittal Checklist).
 - Enter expenditure amounts in the appropriate column, based on the quarter the expenditures were made.

EXPENSE CLASSIFICATION:	OPERATIONS BUDGET	FUNDING CHANGES & AMENDMENTS	ADJUSTED BUDGET AMOUNT	Quarter 1	Quarter 2	Quarter 3
				7/1/23-9/30/23 Due Oct 2023	10/1/23-12/31/23 Due Jan 2024	1/1/24-3/31/24 Due April 2024
1. Personnel						
a. Resource Conservationist	\$ -	\$ -				
b. Administrative Coordinator	\$ -	\$ -				
c. Other - Specify	\$ -	\$ -				
d. Other - Specify	\$ -	\$ -				
TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Operations Budget and Quarterly Reports

- Operations Expenditures Tab
 - Expenditures to Date are totaled in Column O and the Budget Remaining is calculated for each budget line, category and total budget (Column P).
 - Quarterly reports cannot be submitted with a negative balance (we cannot report spending more than our budgeted amount).
 - Lines are provided for Chairman Signature and Date at the bottom of the page.

Grant Accountability and Transparency Act

Purpose:

The purpose of this Act is to establish uniform administrative requirements, cost principles, and audit requirements for State and federal pass-through awards to non-federal entities. This Act and the rules adopted under this Act provide the basis for a systematic and periodic collection and uniform submission to the Governor's Office of Management and Budget (GOMB) of information of all State and federal financial assistance programs by state grant-making agencies.

Full public act:

<http://www.ilga.gov/legislation/publicacts/98/PDF/098-0706.pdf>

Grantee Portal – Core for Centralized Grant Processing

- All centralized grant processing runs through the Grantee Portal (<https://grants.illinois.gov/portal/>)
- The Portal is segmented for ease of use
 - Organization Information
 - Pre-Qualification Status
 - Fiscal and Administrative Internal Control Questionnaire
 - Indirect Cost Rate
 - Notice of State Award (NOSA)
 - Audit Report Reviews
 - Grantee Portal Access / Organization Contacts
- Each entity controls who accesses the organization's Portal
- Designated individuals receive emails when a change or update is made to their organization's Portal

Authentication

- Effective FY18, all entities must complete cyber security through the Illinois.gov Public Authentication Portal
 - “Authentication” establishes a username and password for the individual associated with an organization
 - All individuals utilizing the grantee portal must “authenticate”
 - A personal, work-related (not shared) email address should be used

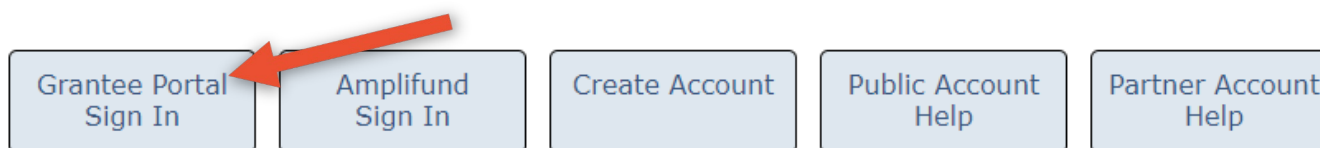
Authentication (cont.)

The Grantee Portal utilizes the Illinois.gov Authentication Portal. A personal or business email address is required to establish an account. Authentication verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. To begin registration: <https://grants.illinois.gov/portal>

To obtain an account click the “Grantee Portal Sign In,” then “Create a new account” link below the “Sign in” button.

- [Grantee Access Quick Guide.pdf \(illinois.gov\)](#)

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



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" are are most likely DHS CRV account users.

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

Frequently Asked Questions

- [How to manage AmpliFund Access.](#) ([Webcast](#)) ([Transcript](#))
- [How to access the Illinois GATA Grantee Portal.](#)
- [How to create an Illinois.gov public account.](#)
- [How to reset your password.](#)
- [All Grantee Portal FAQs](#)

ILLINOIS.gov Authentication Portal

Sign in with your Public account

Sign in

- [Reset your password](#)
- [Recover your Username](#)
- [Create a new account](#)



Registration

- After you successfully create your user account, you must validate your email address. The system will send a validation link through email.
- Next, you will log into the Grantee Portal to either link your individual user account to an existing organization in the GATA system using your organization's Unique Entity Identifier (UEI).
- As a new user, your access request must be approved by an existing user.
- There can be multiple Grantee Portal users for your organization. It's a good idea to have backup users for your organization.

Pre-Award Requirements

There are five grantee pre-award requirements:

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

These grantee pre-award requirements are mandated by Federal 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.**

Pre-qualification

- Illinois automates the pre-qualification verification based on the Grantee Portal Registration. The State utilizes connections to several external resources for the automated verification process, including the federally required SAM.gov account. The following verifications are automated:
 - Verification that the federal Unique Entity Identifier (UEI) is assigned in SAM.gov
 - Federal confirmation of the entity's status on the SAM.gov Exclusion List (Excluded Parties List)
 - Confirmation of Illinois Secretary of State (SOS) Good Standing, if applicable (Only required for three (3) Organization Types: nonprofits, for profits and LLCs. The Organization Type selected at Registration determines if the SOS status must be verified.)
 - Confirmation of the entity's status on the Illinois Stop Payment List
 - Confirmation of the entity's status on the HFS Sanction List (also known as the Illinois Medicaid Sanctions List)

Pre-qualification

Pre-Qualification Status

Requirement	Status	Remediation
SAM.gov Account	Good	Help
Federal Employer ID (FEIN)	Good	Help
Federal Excluded Parties List	Good	Help
Illinois Secretary of State	Good	Help
Illinois Stop Payment List	Good	Help
Illinois DHFS Sanction List	Good	Help

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.

Pre-qualification

- If the system shows “UEI not found” for the SAM.gov account, verify the UEI number listed in the GATA portal. If UEI is correct, this message is likely due to the district’s Sam.gov account being set to private. There are two options to correct this:
 - Change the SAM.gov account to public (through SAM.gov).
 - Provide screen shots from Sam.gov showing the active status and expiration date to omb.gata@illinois.gov so it can be manually updated.

Fiscal and Administrative Risk Assessment (ICQ)

- Your organization **must** have an accepted ICQ for the applicable state fiscal year to receive grant funding.
- The same fiscal and administrative controls apply to all programs (not just one grant or agency)
- The Fiscal and Administrative risk assessment is centralized, and the grantee risk profile is shared with state grant making agencies

Fiscal and Administrative Risk Assessment

- The ICQ includes a series of questions about the internal controls of your organization. Some of the questions are technical. An accountant or person with a financial background is recommended to complete the ICQ.
- The ICQ may take 30 minutes to complete. Responses save as you go and can be changed before the ICQ is submitted. The completed ICQ is submitted through the Grantee Portal and can be printed from the Grantee Portal.
- Your ICQ responses will be shared with state agencies. Only 1 ICQ is completed each fiscal year regardless of how many grants your organization applies for or receives.

SAM Registration and Renewal Information

- Renewed Annually
- Unique Entity ID (UEI) replaced the DUNS.
- It is recommended to start 45 days prior to the expiration date.
- New SAMS Renewal/Registration Process
 - Many districts are finding that the SAMS renewal process is different than previous years. Specifically, validation of entity name and address as well as user identification verification. **This is new and is required.**
- IDOA does not administer this process, specific questions can be submitted to the federal service desk, which can be found in the general help section at [SAM.gov | Help](https://sam.gov/help).

SAM.gov Renewal Information

Governor's Office of Management and Budget GATA Implementation Website

NOTE: Due to high demand, SAM.gov is experiencing processing delays validating entity legal business names and addresses. Help tickets at SAM.gov are handled on a first in first out basis. They advise against reporting the same incident multiple times.

Per M-21-20, entities can apply for funding without an active SAM.gov registration. However, a state agency cannot award a grant to an entity without an active SAM.gov account.

Comptroller Vendor Payments

- The Illinois Comptroller website can be used to find the status of payments made by state agencies.
 - [Vendor Payments - The Illinois Office of Comptroller \(illinoiscomptroller.gov\)](http://illinoiscomptroller.gov)
- Enter “Vendor TIN”
 - Taxpayer Identification Number (usually same as FEIN)
- Enter “Vendor Name”
- Complete Security Verification.
- Click “Submit” button.
- [User Guide](#)



VENDOR PAYMENTS

Accessing Payment Information on the Internet - Basic Guide

VENDOR PAYMENTS

This system allows State of Illinois vendors and commercial payees to view and download detailed, non-confidential remittance information for payments issued by the State of Illinois. Both payment and contract details can also be accessed. Please provide your Taxpayer Identification Number and either the Name of Business or your Last and First name (Last, First) to display payment information.

Vendor TIN: Show

Vendor Name:

Security Verification!: Select the **Tree** ([What is this?](#))



[Submit](#)

ENHANCED VENDOR REMITTANCE

Enhanced Vendor Remittance (EVR) allows State of Illinois vendors and commercial payees to quickly and easily view and download detailed remittance information for payments issued by the State of Illinois. In addition to the information presented through Vendor Payments, EVR displays fields that would be included on the hard-copy warrant stub. These fields include confidential payment information, such as vendor address and payment text. Vendors must have authorized [Direct Deposit](#) in order to register for this system.

User name is your email address.

User ID

Password:

Show

[Login](#)

[Register](#)

[Forgot Your Password](#)

[Trouble Logging In](#)

[User Guide](#)

James Walsh
217/524-0103

James.M.Walsh@illinois.gov

GATA Resource Library:
[Resource Library \(illinois.gov\)](http://illinois.gov)