

## Illinois Grant Accountability and Transparency Act <sup>NEW</sup>

**Please allow extra time for completing the application process this year as the application requirements have changed as mandated by the Illinois Grant Accountability and Transparency Act.**

The Illinois Arts Council Agency (IACA) provides public funding to:

- Not-for-profit, tax exempt 501(c)(3) organizations
- Units of government (e.g., Municipal, County, Libraries, Park Districts, etc.)
- Charitable trusts
- Schools and PTOs, PTAs and other school affiliate organizations
- Religious organizations

Before submitting an application through the IACA's eGrant system, applicants must provide proof of eligibility by completing a validation process through the [State of Illinois's Grantee Portal](#) and obtain a pre-qualification status. The IACA recommends that applicants start this process as soon as possible to allow time to address requirements related to their pre-qualification status. The IACA will not be able to consider an application for funding until the applicant has completed this step.

To obtain a pre-qualification status, go to the Grantee Portal (<https://grants.illinois.gov/portal>):

1. Create an account for accessing the portal.
2. Sign in through the portal and register your organization. Preparing and having on-hand the following proof of eligibility information for your organization will help expedite the registration and pre-qualification process:

- [DUNS number](#)
- [Federal Employer Identification Number \(FEIN\)](#)
- [Organization type and Illinois Secretary of State File Number](#)
- [Active SAM registration and CAGE Code](#)
- Fiscal year-end

After registration is complete, applicants can view their pre-qualification status in the Grantee Portal (see example below). If any pre-qualification requirements need further attention, the Help section provides guidance on remediation steps applicants can take.

## Pre-Qualification Status

Your organization not in good standing. Items in red require your action.

Requirement	Status	Remediation
SAM.gov Account	Good	<a href="#">Help</a>
Federal Employer ID (FEIN)	Good	<a href="#">Help</a>
Federal Excluded Parties List	Good	<a href="#">Help</a>
Illinois Secretary of State	Unknown	<a href="#">Help</a>
Illinois Stop Payment List	Good	<a href="#">Help</a>
Illinois DHFS Sanction List	Good	<a href="#">Help</a>

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.

*The Pre-Qualification Status section of the Grantee Portal displays a summary of an organization's eligibility status.*

Pre-qualification through the Grantee Portal is required for all organizations, units of government, and schools and school-affiliate organizations applying for grant funding from the IACA. Please note that each applicant needs to complete the pre-qualification process only once annually. If your organization has already completed this step as part of receiving a state award from another Illinois agency, you do not need to create an additional account or registration for the purposes of applying for funding from the IACA.

## **DUNS Number**

The Data Universal Numbering System (DUNS) is Dun & Bradstreet's copyrighted, proprietary means of identifying business entities on a location-specific basis. It is a unique nine-digit number recognized as the universal standard for identifying and keeping track of businesses and is required by the U.S. federal government.

All applicants must have a current DUNS number. Provided below are two options for obtaining a DUNS number:

- DUNS number by web, visit: <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- DUNS number by phone, call: 1-866-705-5711, Monday – Friday 7 a.m. to 8 p.m. CST

If you have misplaced or forgotten your DUNS number, follow [this link](#) for step by step instructions on how to retrieve your number from Duns & Bradstreet.

## **Federal Employer Identification Number (FEIN)**

Applicants are required to provide a Federal Employer Identification Number (FEIN) assigned by the Internal Revenue Service. Applicants must hold tax-exempt status from federal income tax under Section 501(c)(3) of the Internal Revenue Code and must qualify as a charitable organization under Section 170(c) of the Internal Revenue Code of 1986 as amended. Units of government, institutions of higher education, and Federally-recognized Indian tribal governments are not required to obtain this status and are still eligible to apply.

The IACA uses Guidestar's Charity Check to verify status. For information on how to obtain tax-exempt status, go to: <http://www.irs.gov/Charities-&-Non-Profits/Application-Process>.

## **Organization Type and Illinois Secretary of State File Number**

The IACA provides public funding to not-for-profit, tax exempt 501(c)(3) organizations, units of government, and institutions of higher education.

All applicants must indicate their correct organization type when registering through the Grantee Portal. Additionally, applicants of the organization type "Corporation – Not For Profit" must provide their eight-digit [Illinois Secretary of State file number](#). Other types of organizations, such as branches of government, schools, and religious organizations, are not required to provide an Illinois Secretary of State file number as such entities are not required to be incorporated in Illinois.

## SAM Registration and CAGE Code

The [System for Award Management \(SAM\)](#) is an official website of the U.S. federal government. Applicants must register with and be validated through SAM as part of the pre-qualification process for receiving a grant from an Illinois state agency. It may take up to **10 business days** after submitting your organization's information through SAM for your organization's registration to become active.

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned by the U.S. Defense Logistics Agency. Organizations that do not have a CAGE Code will be automatically assigned one during processing after completing SAM registration.

To register your organization through the SAM website (<https://sam.gov/SAM/>):

1. Create an Individual User Account by clicking on **Log In** and then **Create an account**. You will need to provide a valid email address and phone number as part of the account creation process.

**SAM**<sup>SM</sup>  
SYSTEM FOR AWARD MANAGEMENT

A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP



▲ ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.

▲ ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

2. Log in and register your organization through the SAM website's Entity Registration function. Preparing and having on-hand the following information for your organization will help expedite the registration process:
  - [DUNS number](#) as well as the legal business name and physical address from your organization's Dun & Bradstreet (D&B) record
  - Taxpayer Identification Number (TIN), i.e. FEIN
  - CAGE Code, if your organization already has one (otherwise, one will be assigned during processing)

<b>MY SAM</b>	<b>Welcome</b>
My User Roles	Welcome to your My SAM page. Start here to learn what you can do in SAM. Your options are customized to your user account and roles. Select a section from the sub-navigation menu to begin. Here is an overview of the most popular sections.
<b>Entity Registrations</b>	
<b>Register New Entity</b>	 <b>My User Roles</b> Your SAM user account needs roles to do most things in SAM. Select My User Roles from the My SAM sub-navigation menu to view your current roles, request new roles, or manage role invitations.
BioPreferred Reporting	
My Account Settings	
My Data Access	 <b>Entity Registrations</b> Do you want to do business with the U.S. Federal Government? Select Entity Registrations from the My SAM sub-navigation menu to create, update, renew, or deactivate your entity registration.
General	

For more information and detailed guidance on registering with SAM, refer to Section 3 of the SAM User Guide: [https://www.sam.gov/sam/SAM\\_Guide/SAM\\_User\\_Guide.htm](https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm).