

State of Illinois Indirect Cost Rate Proposal System

Powered by CARS

Training Manual for Grantees and Cognizant Agencies

February, 2017

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1. Introduction and Overview

The purpose of this document is provide a training manual for the two primary groups of end users of CARS – grantees and cognizant agencies. The purpose of this document is not to explain the indirect cost rate proposal process or explain any of the key concepts/terms pertaining to indirect cost rates. Many resources on this subject matter can be found at the State of Illinois' Grant Accountability and Transparency Act website - <https://www.illinois.gov/sites/gata/Pages/default.aspx>.

Grantees – entities who have received or will receive State or federal pass-through funding from the State of Illinois.

Cognizant Agencies – agencies responsible for providing final acceptance of submitted indirect cost rate proposals for all grantees.

Each grantee is expected to complete the indirect cost rate proposal process **every state fiscal year**. The State of Illinois fiscal year runs July 1 through June 30 (so State fiscal year 2018 is July 1, 2017 through June 30, 2018). Regardless if the grantee is submitting an actual indirect cost rate proposal, they are selecting de minimis, they have a federally negotiated rate, or are not planning on having any indirect cost rate – **all grantees must complete this process annually**.

This training manual is broken up into two major sections. The first covers all the aspects of CARS from the perspective of a grantee while the second covers all the aspects of CARS from the perspective of a cognizant agency. The cognizant agencies also have access to various dashboards and reports to provide them with information on all grantees progress throughout the entire process.

Should you ever need assistance while using the CARS application you may contact the support line at either 1-800-599-9110 or GOMBSupport@crowehorwath.com.

2. Grantee ICRP Submission

2.1 Grantees invited to CARS

All grantees are initially invited to CARS to submit their indirect cost rate proposal (ICRP) by way of an email. Below is an example of what that invitation email looks like. All automated emails from CARS will come from the address GOMB_donotreply@crowehorwath.com. Do not send any replies to this account as it is not monitored. As stated previously, the support contact email account is GOMBSupport@crowehorwath.com.

□ GOMB_donotreply
State of Illinois Indirect Cost Rate Proposal (ICRP) – To be completed

Welcome to the State of Illinois Indirect Cost Rate Proposal (ICRP) Process.

In order to request reimbursement for indirect costs with the State of Illinois you must complete the indirect cost rate negotiation process utilizing the Crowe Activity Review System (CARS). CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal, elect to charge the de minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. The State of Illinois' Indirect Cost Unit of the Governor's Office of Management and Budget, your State Cognizant Agency, and Crowe Horwath will review the information populated and attached in CARS and will assist you with completion of the process. Please click on the link below which will take you directly to the log-in page of CARS and walk you through the process.

Your username is your email address, the email address to which this message was sent. For **new users**, your initial password to log in is GOMB@123 – you will setup a new password upon logging in for the first time. Returning users will use the password they setup previously. If you forgot your password you can answer your security questions to reset it.

Indirect cost rate proposals or elections of other rate options must be submitted by the deadline. The deadline for submission is 6 months after your organization's fiscal year end; however, in accordance with 2 CFR 200.512, if your organization is subject to a "Single Audit" it is understood you are not required to submit your audit package to the Federal Audit Clearinghouse until 30 days after receipt of the auditor's report(s) or 9 months after your fiscal year end, whichever comes first. If you recently submitted a proposal for the first time utilizing your most recent financial information (6/30/16), but you are required to return to make an election for the next negotiation period due to your fiscal year end, you will be able to document that your information/election has not changed within CARS. In addition, you will not be required to upload the same documentation if your election and information has not changed.

CARS URL: [Click Here](#) (Please note this link is specific to your organization's case within the system. For reference, a generic link to the system login page is available [here](#).)

For any questions, please contact Crowe Horwath at GOMBSupport@crowehorwath.com or 1-800-599-9110. Also, if you are an individual with disabilities according to the Illinois Information Technology Accessibility Act (IITAA), Public Act 095-0307, and require assistance utilizing the CARS application, please contact the GOMB support line and a support staff will make themselves available at no cost to you or your organization to assist with your completion of the Indirect Cost Rate Proposal submission process.

Thank you

Please be aware that weekly system maintenance is scheduled for 6 to 8 pm central on Wednesdays. The system will be unavailable at this time.

This email notification provides all the necessary information for a grantee to log into CARS (site URL, username, and password).

2.2 Logging into CARS for the first time

The site URL will be provided in your welcome email, however it is <https://solutions.crowehorwath.com/CARS/StateofIllinoisGOMB/login.aspx>. It is recommended that you bookmark this page for future reference. A screen shot of the CARS login page is provided below. Your username and password are also included in the welcome email, however, your username is your email address and the default password is GOMB@123.

State of Illinois Indirect Cost Rate Proposal System

Powered by CARS

<input type="text"/>
<input type="password"/>
<input type="button" value="Log In"/>

[Forgot My Password](#)



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[Privacy Policy](#)

Upon first logging in, you will be required to change your password and select two security questions to be used in the event you forget your password in the future.

<h3 style="text-align: center;">Crowe Activity Review System</h3> <p>Welcome SampleUser@Sample.com to the Crowe Activity Review System. Your Username is your e-mail address. Prior to access to the system, you will need to create a password and provide answers to two secret questions. Please enter and re-enter a secure password to the right. Once your password has been accepted, you may log into the Activity Review System.</p> <p style="color: red; text-align: center;">* All fields are required.</p>	<p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Security Question #1 -- Select One -- ▼</p> <p>Security Answer #1 <input type="text"/></p> <p>Security Question #2 -- Select One -- ▼</p> <p>Security Answer #2 <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Continue"/></p>
---	--

Passwords must meet certain criteria which are explained to you immediately below the password field:

Password:

7 more characters, 1 more numbers, 1 more upper case characters, 1 symbol characters

This updates as you type:

Password:

3 more characters, 1 more numbers

After entering your new password and selecting your security answers, click Continue. You will now have to log back into CARS using your new password.

Password:

Confirm Password:

Security Question #1 In what city were you born? ▼

Security Answer #1

Security Question #2 What is your favorite pet's name? ▼

Security Answer #2

2.3 Resetting a forgotten password

If you forget your password, click the “Forgot My Password” link on the login page. You will then have to enter your username, which is your email address.

To reset your password, please provide the e-mail address or username for this account:



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Afterwards you'll have to provide answers to the two security questions you created upon your first login. If you have forgotten the answers to these questions you must contact support (GOMBSupport@crowehorwath.com) to have your account reset.

Please answer the two security questions below:

Security Question #1: In what city were you born?

Security Answer #1

Security Question #2: What is your favorite pet's name?

Security Answer #2

After answering the security questions and clicking Submit, you may now create a new password. The new password must be different than your prior password.

Please enter and re-enter your new password.

New Password:

Confirm Password

2.4 The Workbench

Once you have logged into CARS you will arrive at one of two places. If you used the standard login URL (<https://solutions.crowehorwath.com/CARS/StateofIllinoisGOMB/Login.aspx>) you will arrive at your workbench. Here you will see all cases assigned to you. If you represent multiple grantees, you may see multiple items here. If not, it's likely you'll only see a single row in the table like the screen shot below.

State of Illinois Indirect Cost Rate Proposal System
Powered by CARS®

Workbench Sign Out

Show My Cases Previously Submitted Cases

Items per page: 20

Set Sort Options
Drag a column to this area to group by it.

Id	Case Id	Assigned To	Grantee	FEIN	State Fiscal Year	Cognizant Agency	Stage Type	Stage Status	Last Updated	Actions
524	498	john.manilla@c...			State fiscal year 2017	State Board Of Educ...	Grantee	New	08/10/2016 06:39 P..	+

Page 1 of 1 (1 items)

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Clicking anywhere on the row in the table will open up the case. The only other action you can perform from this page (other than signing out) is to view your previously submitted cases. If this is the first time you are completing an ICRP submission in CARS, then previously submitted cases will look like an empty grid. If you have submitted cases in the past, you will be able to look up read-only versions of those here for reference.

The image below is an example of what the Previously Submitted Cases page would look if you had completed your State Fiscal Year 2017 ICRP and had just submitted your State FY 2018 case to be reviewed.

Show My Cases Previously Submitted Cases

Set Sort Options
Drag a column to this area to group by it.

Id	Case Id	Assigned To	Grantee	FEIN	State Fiscal Year	Cognizant Agency	Stage Type	Stage Status	Last Updated	Actions
2671	472				State fiscal year 2017	Commerce And Eco...	Grantee Review	Determination ...	10/03/2016 03:39 P..	+
6195	2229				State fiscal year 2018	Commerce And Eco...	Grantee	Submit for Rev...	01/31/2017 04:33 P..	+

Page 1 of 1

2.5 The Review Steps tab and case overview

If you logged into CARS via the “Click Here” link in your email notification, you will arrive at this page (also when clicking on the row from the Workbench, you will arrive at this page). At any time you can click on the Workbench tab to return to your Workbench if needed. The Review Steps tab contains all of the questions that are required of you to complete in order to submit the ICRP. The questions are organized into blocks. You can see in the image below there are currently three blocks displaying, Welcome!, Agency Identification, and Submit. Additional blocks will appear/disappear as you complete the process via answering questions, depending on their applicability.

The screenshot shows the CARS application interface. At the top, there is a 'Workbench' tab and a 'Sign Out' link. Below this is a navigation bar with tabs: 'Case Information', 'Review Steps', 'Attachments', and 'Audit Trail'. The 'Review Steps' tab is active, and a 'Reassign' button is visible. On the left, a 'Review Progress Pane' shows three steps: 'Welcome!', 'Agency Identification', and 'Submit'. The main content area displays the 'Welcome!' block, which includes a welcome message, information about the Grant Accountability and Transparency Act (GATA), and details about indirect cost rate proposals. A 'Next' button is located at the bottom right of the main content area.

Workbench Sign Out

Case Information | **Review Steps** | Attachments | Audit Trail

Reassign

Review Progress Pane

- Welcome!
- Agency Identification
- Submit

Welcome!

In accordance with the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., the Grant Accountability and Transparency Unit (GATU) was established in the Governor's Office of Management and Budget. GATA increases accountability and transparency in the use of grant funds while reducing the administrative burden on State agencies and grantees through adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements). Additional information related to GATA can be found [here](#).

Indirect cost rate proposals or elections of other rate options must be submitted by the deadline. If your organization's effective State of Illinois award date is August 1, 2016 or earlier, the deadline is November 1, 2016. If the effective State of Illinois award date is after August 1, 2016, the deadline is 3 months after the effective date of the State award.

Subsequent negotiations are due 6 months after your fiscal year end.

Note: If you are a local education agency (LEA) that has already negotiated a rate with the Illinois State Board of Education (ISBE), DO NOT proceed any further in the State of Illinois Indirect Cost Rate Proposal System.

For any questions, please contact Crowe Horwath at GOMBSupport@crowehorwath.com or 1-800-599-9110. Also, if you are an individual with disabilities according to the Illinois Information Technology Accessibility Act (IITAA), Public Act 095-0307, and require assistance utilizing the CARS application, please contact the GOMB support line and a support staff will make themselves available at no cost to you or your organization to assist with your completion of the Indirect Cost

Next

Case Information Tab

The Case Information tab provides a basic overview of information that is provided to the CARS application. It is not necessary to visit this tab.

Case Information
Review Steps
Attachments
Audit Trail

Reassign

Case Information

Review Type: G001: Grantee
GranteeID:
DUNS:
FEIN:
Grantee Name:
IOC Name:
DUNS Name:
Cognizant Agency Number: 586
Cognizant Agency: State Bar Of Education

Attachments Tab

The Attachments tab will be used any time you wish to attach a document to the case. To attach a document you'll click Choose File, browse to the document and select it.

Case Information
Review Steps
Attachments
Audit Trail

Reassign

Attached Documents

Choose File No file chosen Remove
Choose File No file chosen Remove
Choose File No file chosen Remove

Add Upload

Id	Document Name	Type	Last Modified	Last Modified By	Actions
3296	Sample Doc 2.xlsx	Microsoft Excel Spreadsheet	2/7/2017 10:36:08 AM	john.manilla@crowehorwath.com	Open Delete
3297	Sample Doc 3.pdf	Portable Document Format (PDF) File	2/7/2017 10:36:10 AM	john.manilla@crowehorwath.com	Open Delete

1 Page 1 of 1 (2 items)

After the document has been selected, click Upload:

Attached Documents

Choose File Sample Doc 1.docx Remove
Choose File No file chosen Remove
Choose File No file chosen Remove

Add Upload

Id	Document Name	Type
3296	Sample Doc 2.xlsx	Microsoft Excel Spreadsheet
3297	Sample Doc 3.pdf	Portable Document Format (PDF) File

1

Audit Trail Tab

The Audit Trail tab tracks all changes made to the case throughout the entire lifecycle of the case. It is not necessary to visit the Audit Trail tab.

Case Information Review Steps Attachments Audit Trail

Drag a column to this area to group by it.

Name	Question	Old Value	New Value	Modified By	Action	Audit date
Answer Changed For Grantee:	Contact First Name	Sample	Sample1	john.manilla@crowehorwath.co..	Upda..	02/07/2017
Answer Changed For Grantee:	Contact Last Name	Sample	Sample1	john.manilla@crowehorwath.co..	Upda..	02/07/2017
Answer Changed For Grantee:	Street Address		Sample1	john.manilla@crowehorwath.co..	Upda..	02/07/2017
Answer Changed For Grantee:	City		Sample1	john.manilla@crowehorwath.co..	Upda..	02/07/2017
Answer Changed For Grantee:	State		IL	john.manilla@crowehorwath.co..	Upda..	02/07/2017
Answer Changed For Grantee:	Zip Code		60137	john.manilla@crowehorwath.co..	Upda..	02/07/2017

2.6 How to save

As you are entering your responses within the Review Steps tab, CARS will automatically be saving your work when you perform certain actions. Any time you click the Next or Previous buttons at the bottom of the page, all your information is saved.



Any time you click directly on the name of a question block in the listing on the left (which takes you directly to that block), all your information is saved.

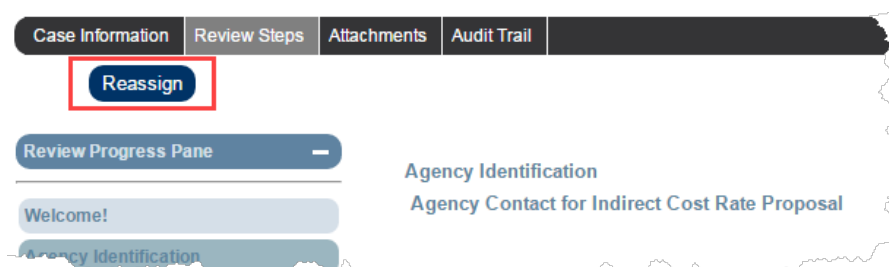


At any time you can click the Save diskette icon in the upper right hand corner to save your information.

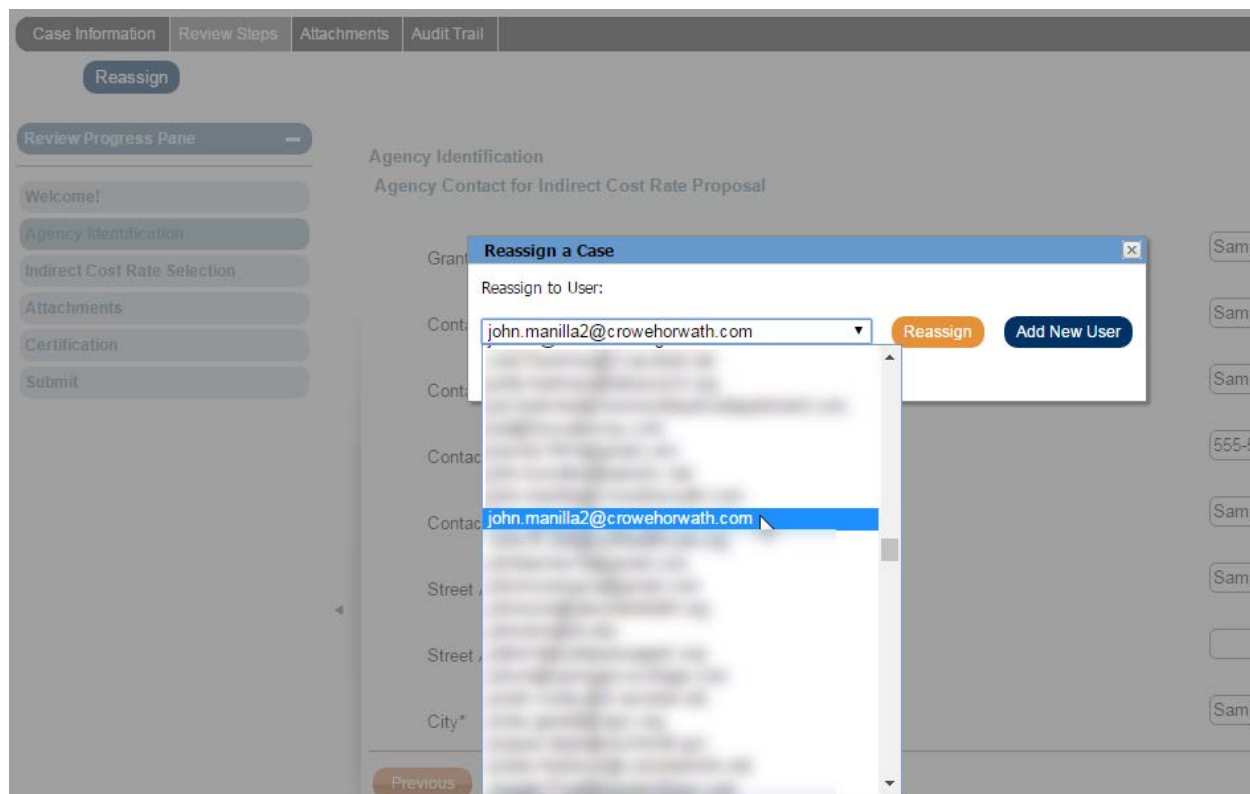


2.7 How to reassign

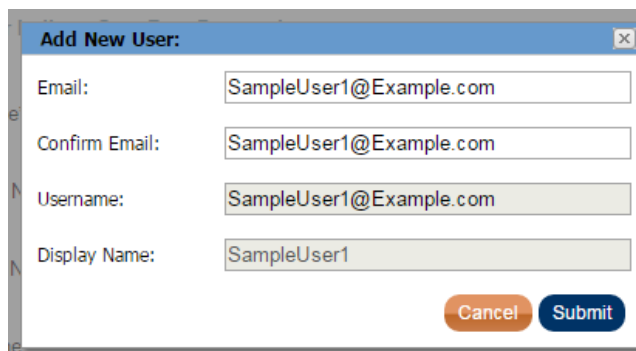
At any time, you may reassign the ICRP case within CARS to another member of your organization. Regardless if they already have an account setup in CARS or not. This is useful if you wish to delegate the task of completing the ICRP to someone else or just need a colleague to complete it instead of yourself. When you reassign the case, you will no longer be able to edit it unless the person you reassigned it to assigns it back to you. Also, upon reassignment, the individual you assigned the case to will receive the same email notification you received informing them of what needs to be completed and how to access the system and log in.



If they do already have an account, after clicking the Reassign button, you can simply select their name from the drop down list and click Reassign.

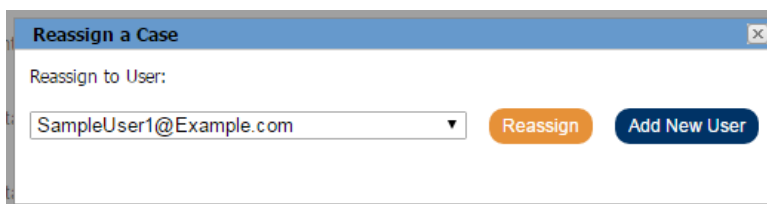


If they do not already have an account, click Add New User, enter their email address information, then click Submit.



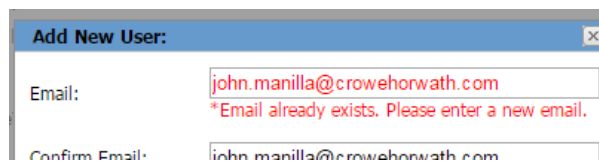
A dialog box titled "Add New User:" with a close button (X) in the top right corner. It contains four input fields: "Email:" with the value "SampleUser1@Example.com", "Confirm Email:" with the value "SampleUser1@Example.com", "Username:" with the value "SampleUser1@Example.com", and "Display Name:" with the value "SampleUser1". At the bottom right, there are two buttons: "Cancel" (orange) and "Submit" (blue).

You'll be returned to the page screen and you'll see the email address of person you entered, now simply click Reassign.



A dialog box titled "Reassign a Case" with a close button (X) in the top right corner. It contains a label "Reassign to User:" followed by a dropdown menu showing "SampleUser1@Example.com". To the right of the dropdown are two buttons: "Reassign" (orange) and "Add New User" (blue).

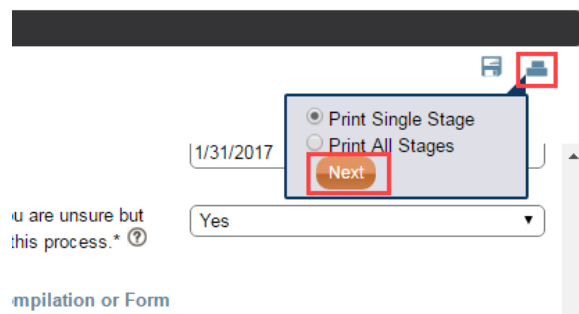
If you try to enter an email address for someone who is already in CARS, you will receive a message indicating the email already exists and you will not be allowed to re-add it.



A dialog box titled "Add New User:" with a close button (X) in the top right corner. It contains two input fields: "Email:" with the value "john.manilla@crowehorwath.com" and "Confirm Email:" with the value "john.manilla@crowehorwath.com". A red error message is displayed below the "Email:" field: "*Email already exists. Please enter a new email."

2.8 How to print

At any time you may print your ICRP case from CARS. This will print every question that you have responded to. It is recommended you wait until answering all questions and then print a copy (can print to PDF as opposed to paper copy) for your records. To print, click the print icon in the upper right hand corner, then click the Next button.



You'll have to wait a few moments, possibly up to 1 minute for the print output to generate. It will open up in a new tab in your browser. You can then print this by clicking the Print button at the top.

Print Close

2/7/2017

Stage Details for Grantee: [REDACTED]

Grantee details

Case Summary

Stage: Grantee

Stage Status: In Process

Assigned To: [REDACTED]

Start Date: 2/7/2017

End Date:

Last Updated: 2/7/2017

Comments:

Grantee: [REDACTED]

In accordance with the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq., the Grant Accountability and Transparency Unit (GATU) was established in the Governor's Office of Management and Budget. GATA increases accountability and transparency in the use of grant funds while reducing the administrative burden on State agencies and grantees through adoption of the federal grant guidance and regulations codified at 2 CFR Part 200 (Uniform Requirements). Additional information related to GATA can be found [here](#).

Indirect cost rate proposals or elections of other rate options must be submitted by the deadline. If your organization's effective State of Illinois award date is August 1, 2016 or earlier, the deadline is November 1, 2016. If the effective State of Illinois award date is after August 1, 2016, the deadline is 3 months after the effective date of the State award.

Subsequent negotiations are due 6 months after your fiscal year end.

2.9 Completing questions, help text, required questions

CARS has been designed to walk you through this process. You will not have to answer any questions that are not applicable to your situation nor be asked to attach any documents that are not applicable because of the dynamic nature of the application. As you answer questions you will notice how questions appear/disappear based on applicability.

Certain questions also have help text associated to them. This is indicated by a question mark with a circle around it. You may click these at any time to view the help text.

Do you anticipate receiving an award from the State of Illinois over the next year? If you are unsure but there is a possibility of receiving an award, please respond with "Yes" to proceed with this process. ?

Provide total revenue by source as included in your most recent audit, review, compilation or 990:

- Pass Through Federal Funding* ?
- State Grants* ?
- Direct Federal Funding* ?
- Other Organizational Revenue* ?
- Total Organization Revenue* ?

Entity Type or Organization Type*

If your organization has not received notification of an award, please reach out to your State awarding agency to see if your award will be funded for this negotiation period. Based on your communication with your State funding agency, if you have a history of receiving awards from the State of Illinois and you are confident you will receive an award, or have no reason to believe you will not receive an award, please respond 'Yes' to this question and submit an Indirect Cost Rate Proposal. For example, if your organization is negotiating for State fiscal year 2017 (July 1, 2016 – June 30, 2017) you should have received communication that you will be receiving an award.

For an entity with multiple awards, include the date of the first award that falls within the fiscal year reporting period.

You must answer all questions which are deemed required. All questions with an asterisk at the end are required questions (which is most of them). Asterisks highlighted in the screen shot below.

Case Information | Review Steps | Attachments | Audit Trail

Reassign

Review Progress Pane

Welcome!

Agency Identification

Indirect Cost Rate Selection

Attachments

Certification

Submit

Entity Type or Organization Type*

What type of government?*

Is your organization an institution of higher education?*

Does your organization have audited financial statements for your most recent fiscal year end?*

The following questions pertain to the external party that prepared your financial information (such as a review, compilation, audit or IRS Form 990)

External Party Name*

Individual Contact First Name*

Individual Contact Last Name*

Individual Contact Phone*

Previous Next

If you attempt to submit without answering required questions, you will be notified that these questions need to be answered. All blocks containing unanswered questions will be marked with a red X and all questions left unanswered will have a large red box around them so you can easily identify what needs to be completed.

Required Fields - Need to be Completed

Required Fields were not completed. Please review blocks marked with an "X" and complete all necessary required fields. Once required fields are completed, resubmit to the next stage.

OK

One or more questions marked as Required for Submit have not been answered.

Case Information | Review Steps | Attachments | Audit Trail

Reassign

Review Progress Pane

Welcome! X

Agency Identification X

Indirect Cost Rate Selection X

Attachments X

Certification X

Submit

Keep in mind the following as you complete your submission:

- The Award Issuance date will start the 90 day submission deadline. If a complete submission is not received in the 90 day time frame, you will not be allowed to charge indirect costs to any Illinois grants;
- The system will time out after 60 minutes, make sure you save your work accordingly. Note that every time you click the "Next" or "Previous" buttons, all your work is saved;
- The indirect rates will be based on your organization's fiscal year financial information. However, the rate will be honored for the state fiscal year grants. For example, the rate negotiated for Fiscal year 2017 must be used for grants issued in state fiscal year 2017;
- State Indirect cost rates must be negotiated annually;
- The De Minimis rate can be used indefinitely, but must be elected annually;
- Selection of an indirect cost rate cannot be fully reviewed until all required documents and information have been submitted; and
- You may verify all entries using the print view summary (print button in upper right corner) prior to submitting.

For definitions of terms noted throughout the process, please visit the [GATU Glossary](#).

I acknowledge my review of the required training materials found on the [GATU website](#).* ☐

Let's begin!

Next

2.10 Attachments

As you respond to the questions within CARS, a list of required attachments is dynamically created. The system will only ask for you to attach documents which are required. This list is intended to serve as your checklist of what you need to attach.

The screenshot shows the 'Attachments' tab in the CARS system. At the top, there is a navigation bar with tabs: 'Case Information', 'Review Steps', 'Attachments' (selected), and 'Audit Trail'. Below the navigation bar is a 'Reassign' button. On the left, there is a 'Review Progress Pane' with a list of steps: 'Welcome!', 'Agency Identification', 'Indirect Cost Rate Selection', 'Federally Negotiated Agreement', 'Attachments' (highlighted), 'Certification', and 'Submit'. The main content area is titled 'Attachments' and contains the following text: 'Failing to attach all of the required documents listed below will result in an incomplete submission of your Indirect Cost Rate Proposal and it will be returned to you for completion.' Below this, it says 'All required documents need to be attached using the **Attachments** tab above.' There are two items listed: 'Attach Audit Report*' and 'Attach the federally approved Negotiated Indirect Cost Rate Agreement (NICRA)*', each with a checkbox. At the bottom, there are 'Previous' and 'Next' buttons.

To actually attach the documents, simply click on the Attachments tab in the black bar and select the documents and click Upload.

The screenshot shows the 'Attachments' tab in the CARS system. At the top, there is a navigation bar with tabs: 'Case Information', 'Review Steps', 'Attachments' (selected), and 'Audit Trail'. Below the navigation bar is a 'Reassign' button. Below the navigation bar, there is a section titled 'Attached Documents' with three rows, each containing a 'Choose File' button, the text 'No file chosen', and a 'Remove' button. Below this, there is an 'Add' button and an 'Upload' button. Below the 'Add' and 'Upload' buttons is a table with the following data:

Id	Document Name	Type	Last Modified	Last Modified By	Actions
3296	Sample Doc 2.xlsx	Microsoft Excel Spreadsheet	2/7/2017 10:36:08 AM	john.manilla@crowehorwath.com	Open Delete
3297	Sample Doc 3.pdf	Portable Document Format (PDF) File	2/7/2017 10:36:10 AM	john.manilla@crowehorwath.com	Open Delete

At the bottom right of the table, it says 'Page 1 of 1 (2 items)'.

2.11 Submitting your completed ICRP form

After you have responded to all questions and attached all necessary documents, you will arrive at the Submit block. This is where you will submit your completed ICRP form for review. Optionally, you may enter any additional comments you have here. To enter comments, type within the rich text box (accepts formatting such as bold, underline, and bulleted lists) and then click the “Save Comment” button. Also, if you enter text into this field and then immediately submit, that will also save your comment.

To submit, select “Submit for Review” from the drop down selection and click the Submit button.

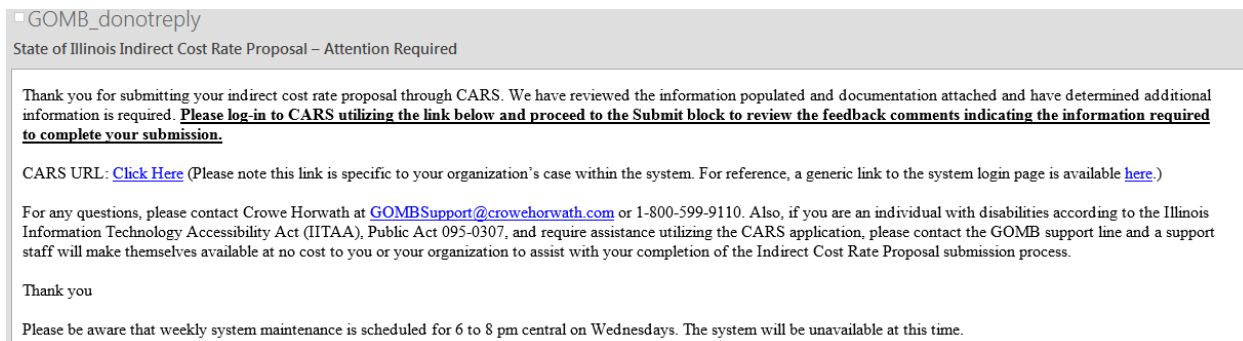
After you submit the case, you will be returned to your workbench and the case will have disappeared. Assuming you had only a single grantee to submit the ICRP for, you should now be looking at an empty Workbench like the image below. If you select either In Process or Pending and select Submit, the case will NOT be submitted for review. It will remain assigned to you in your workbench and will need to be submitted before your ICRP can proceed through the process.

3. Grantee ICRP Returned for Rework

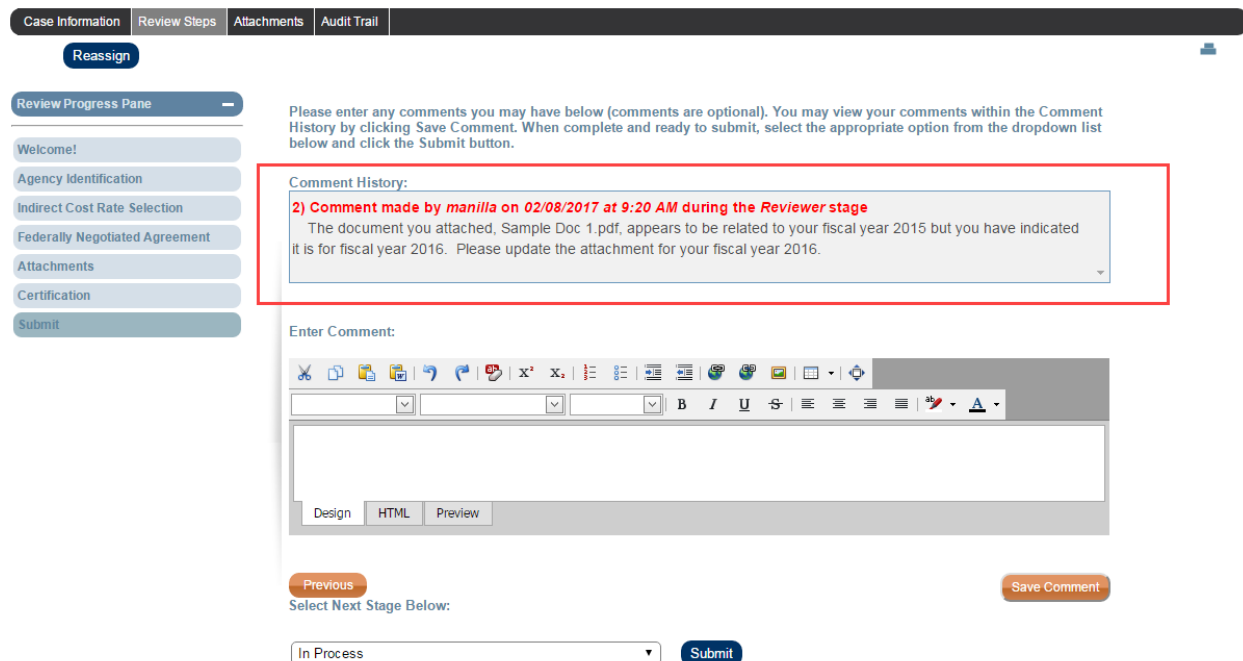
After you have submitted your completed ICRP it is possible it will be returned to you for rework. This most commonly occurs due to failing to attach the correct documentation, errors related to the reporting of revenue, or making an error on your ICRP template spreadsheet.

3.1 When an ICRP proposal is returned

If for any reason your ICRP proposal submission is returned to you, you will immediately be notified via an email message that will look like this:



Follow the instructions in the email which direct you back into CARS to the Submit block of the case. You will find comments from the reviewer. After completing what is asked, you will then re-submit the case using the drop down select "Submit for Review" and clicking Submit like you did before. You may optionally add comments of your own if you so desire.



4. Cognizant Agency Acceptance

The following functionalities are identical for both Grantees and Cognizant Agencies. If you have questions about these items, please review the appropriate section above

- Logging into CARS for the first time (section 2.2)
- Resetting a forgotten password (section 2.3)
- How to save (section 2.6)
- How to print (section 2.8)

After the ICRP submission has been reviewed by Crowe, it will be submitted to the Cognizant Agency for review and acceptance. All Cognizant Agencies have access to the following report which provides an overview of all cases ready for review and acceptance. The aging columns of this report indicate how long the case has been awaiting Cognizant Agency acceptance.

READY FOR COG AGENCY ACCEPTANCE

Data as of 2/8/2017 1:03:39 AM report updates nightly at 1:00 AM Central Time
Please Note - Aged columns indicate number of days waiting on Cognizant Agency Acceptance

Cognizant Agency	<10 Days	10-19 Days	20-29 Days	30+ Days	Grand Total
Aging		1 (1.3%)	1 (1.3%)	4 (5.2%)	6 (7.8%)
Agriculture				46 (59.7%)	46 (59.7%)
Community College Board	2 (2.6%)				2 (2.6%)
Criminal Justice Info Authority				1 (1.3%)	1 (1.3%)
Human Services	6 (7.8%)		4 (5.2%)	9 (11.7%)	19 (24.7%)
State Fire Marshal			1 (1.3%)		1 (1.3%)
State Police	1 (1.3%)				1 (1.3%)
Student Assistance Commission		1 (1.3%)			1 (1.3%)
Grand Total	9 (11.7%)	2 (2.6%)	6 (7.8%)	60 (77.9%)	77 (100.0%)

It is recommended that one representative from every Cognizant Agency check this report at least once per week. In addition, a snap shot of the report is emailed to all Cognizant Agency contacts every Monday morning for convenience.

4.1 How to review the ICRP submission

As the Cognizant Agency for a grantee, you will need to pull cases into your Workbench to review using the "Get More Cases" button. This will automatically pull the oldest case awaiting review and acceptance for your specific agency. Each time this button is clicked it will pull one case until there are no more awaiting review for your agency. Each Cognizant Agency is setup with its own holding queue so there is no way for cases to get mixed up between agencies. To open the case you must click the arrow icon in the Actions column to the far right.

Workbench

Detailed Search

Sign Out

Show My Cases

Previously Submitted Cases

Get More Cases

Items per page: 20

Set Sort Options

Drag a column to this area to group by it.

Id	Case Id	Assigned To	Grantee	FEIN	State Fiscal Year	Cognizant Agency	Stage Type	Stage Status	Last Updated	Actions
5176	739				State fiscal year 2017	Human Services	Cognizant Age...	In Process	01/05/2017 09:02 AM	

Page 1 of 1 (1 items)

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Once the case is opened, in order to view all the information provided by the grantee you will need to go to two places. The first is the Attachments tab, this is where you can view all documents that have been attached to the case

Case Information
Review Steps
Narrative
Status and Disposition
Attachments
Audit Trail

Attached Documents

Choose File No file chosen [Remove](#)
Choose File No file chosen [Remove](#)
Choose File No file chosen [Remove](#)

Add Upload

Id	Document Name	Type	Last Modified	Last Modified By	Actions
159		Portable Document Format (PDF) File	8/18/2016 12:10:44 PM		Open
169		Microsoft Excel Spreadsheet	8/19/2016 10:40:23 AM		Open
404		Microsoft Excel Spreadsheet	9/6/2016 11:52:40 AM		Open

1
Page 1 of 1 (3 items)

The second is the Case History. From any of the tabs in the case, scroll down and you will see a light blue bar entitled "Case History". Click on that bar to open up the history. From here, you may open up any of the historical records of this case. You will want to open up the most recent instance of the Grantee and/or Reviewer stages. You'll see the history is sorted in chronological order with the newest being at the top. It is possible the case will go back and forth between the Grantee and the Crowe Reviewer multiple times, which is why you always want to open the most recent instance (closest to the top) of the stages so you are reviewing the latest information. Clicking the arrow in the row will open up a read-only version of the stage for your review.

Case Information
Review Steps
Narrative
Status and Disposition
Attachments
Audit Trail

Activity Review Tree +
Review Progress Pane -
Cognizant Agency

Cognizant Agency
Cognizant Agency acceptance of negotiated indirect cost rate.*

Finish

Related Cases +

Case History -

Set Sort Options
Drag a column to this area to group by it.

Stage	Stage	Stage Status	Assigned To	Start Date	End Date	Actions
5176	Cognizant Agency	In Process	john.manilla@crowehorwath.c...	11/29/2016 03:40 PM		
4988	Reviewer QC	Submit to Cognizant Agency	Lisa.Stinson@crowehorwath....	11/28/2016 03:40 PM	11/28/2016 03:48 PM	+
4896	Reviewer	Submit for QC	hollis.hanson-pollock@crowe...	11/21/2016 12:24 PM	11/21/2016 12:29 PM	+
2031	Reviewer QC	Return to Reviewer	lisa.stinson@crowehorwath.c...	11/18/2016 08:46 AM	11/18/2016 09:28 AM	+
1616	Reviewer	Submit for QC	hollis.hanson-pollock@crowe...	09/14/2016 01:27 PM	09/19/2016 09:10 AM	+
1436	Grantee	Submit for Review	cgeiger@goodwillni.org	08/30/2016 03:37 PM	09/06/2016 11:53 AM	+
879	Reviewer	Return to Grantee	hollis.hanson-pollock@crowe...	08/30/2016 03:07 PM	08/30/2016 03:19 PM	+
801	Grantee	Submit for Review	cgeiger@goodwillni.org	08/18/2016 11:53 AM	08/19/2016 10:43 AM	+

1
Page 1 of 1 (8 items)

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4.2 How to either accept or not accept the ICRP submission

Once you have completed reviewing the Grantee and/or Reviewer stages, you have only a couple questions to complete within the Review Steps tab.

If accepting the ICRP:

The screenshot shows the 'Review Steps' tab selected in the top navigation bar. On the left, there is a sidebar with 'Activity Review Tree' (+), 'Review Progress Pane' (-), and 'Cognizant Agency'. The main area is titled 'Cognizant Agency' and contains two questions: 'Cognizant Agency acceptance of negotiated indirect cost rate.*' with a dropdown menu set to 'Yes', and 'Enter the date the acceptance was made.*' with a text input field containing '2/1/2017'. In the top right corner, there are icons for saving, undo, redo, and search.

If not accepting the ICRP:

The screenshot shows the 'Review Steps' tab selected. The sidebar is the same as in the previous screenshot. The main area is titled 'Cognizant Agency' and contains two questions: 'Cognizant Agency acceptance of negotiated indirect cost rate.*' with a dropdown menu set to 'No', and 'Please describe the reason for not accepting.*' with a large text input area. The top right corner has the same icons as the previous screenshot.

After answering those couple questions, click on the Status and Disposition tab, select either Accepted or Not Accepted, and finally click the Save diskette icon in the upper right hand corner. Adding comments here is optional. If you select Accepted, the Grantee will immediately be notified via an email message. If you select Not Accepted, the case will be returned to Crowe for rework.

The screenshot shows the 'Status and Disposition' tab selected. At the top, there is a 'Set current state:' dropdown menu with options: 'In Process', 'In Process', 'Pending', 'Not Accepted', and 'Accepted' (which is highlighted). To the right of the dropdown is a red square icon with a white diskette symbol. Below the dropdown is a large text area for comments, which is currently empty. At the bottom, there is a 'Save Comment' button. The interface also includes a rich text editor toolbar with various formatting options and a 'Design', 'HTML', 'Preview' tab bar at the bottom.

5. Grantee Review and Acceptance

After the Cognizant Agency has accepted the final determination for the ICRP, an email notification is immediately sent to you, the Grantee. It looks like this:

■ GOMB_donotreply

State of Illinois Indirect Cost Rate Proposal Finalization

Your state cognizant agency has finalized its acceptance of your organization's Negotiated Indirect Cost Rate Agreement (NICRA). Please log-in to CARS utilizing the link below to view the details and to indicate your organization's acceptance of the final rate information. Once your organization's acceptance is finalized, please print a copy for your records and complete a satisfaction survey.

If your organization elected not to establish an indirect cost rate, we request that you log-in to CARS to print a copy for your records and complete a satisfaction survey.

CARS URL: [Click Here](#) (Please note this link is specific to your organization's case within the system. For reference, a generic link to the system login page is available [here](#).)

For any questions, please contact Crowe Horwath at GOMBSupport@crowehorwath.com or 1-800-599-9110. Also, if you are an individual with disabilities according to the Illinois Information Technology Accessibility Act (IITAA), Public Act 095-0307, and require assistance utilizing the CARS application, please contact the GOMB support line and a support staff will make themselves available at no cost to you or your organization to assist with your completion of the Indirect Cost Rate Proposal submission process.

Thank you

Please be aware that weekly system maintenance is scheduled for 6 to 8 pm central on Wednesdays. The system will be unavailable at this time.

You will need to log back into CARS to finalize your acceptance. There are only a couple of questions for you to complete at this point. You may optionally select to complete a survey. Also, you may appeal the rate if you disagree with the final determination. After filling in all the information, it is recommended you print a copy for your records (see section 2.8 "How to print" if you need assistance with printing).

Case Information | Review Steps | Attachments | Audit Trail

Reassign

Review Progress Pane

Grantee Review

Submit

Grantee Review

I have reviewed the comments on the Submit Block included by the Indirect Cost Rate Proposal reviewers and/or the cognizant agency since my final submission. I understand the potential effect on my indirect cost claims, if applicable.* ☐

Are you willing to complete a brief satisfaction survey?*

Entity Type or Organization Type

Election Type

Date of acceptance

Would you like to submit an appeal to your indirect cost rate determination?*

FEIN Number

DUNS Number

Thank you for completing this process. You are welcome to print a copy of the entire process for your records using the print button in the upper right hand corner. Selecting Print All Stages will include the entire process in the document.

Next

If you select either to complete the survey and/or appeal, additional blocks will need to be completed before you can submit.

Review Progress Pane

- Grantee Review
- Grantee Review Survey
- Grantee Review Appeal
- Submit

Grantee Review

I have reviewed the comments on the Submit Block included by the Indirect Cost Rate Proposal reviewers and/or the cognizant agency since my final submission. I understand the potential effect on my indirect cost claims, if applicable.* ☐

Are you willing to complete a brief satisfaction survey?*

Entity Type or Organization Type: Not for Profit

Election Type: ICRP

Date of acceptance: 11/29/2016

Would you like to submit an appeal to your indirect cost rate determination?*

Once you have answered all the questions, you will once again use the Submit block to submit your case. You will choose either “Determination Accepted” or if you are appealing, “Submit Appeal”, then click the Submit button.

Case Information | **Review Steps** | **Attachments** | **Audit Trail**

Reassign

Review Progress Pane

- Grantee Review
- Grantee Review Survey
- Submit

Please enter any comments you may have below (comments are optional). You may view your comments within the Comment History by clicking Save Comment. When complete and ready to submit, select the appropriate option from the dropdown list below and click the Submit button.

Comment History:

Enter Comment:

Design | HTML | Preview

In Process
Pending
Submit Appeal
Determination Accepted
In Process

Save Comment

Submit

If you do not chose to appeal, then congratulations you have completed the ICRP submission process and will not have to revisit this process until the next negotiation period.

6. Appeals Process

If you have chosen to appeal the final determination of your ICRP there are a few additional steps that must be taken.

6.1 What the Grantee needs to do

You will need to complete the extra block of questions “Grantee Review Appeal” and then select ‘Submit Appeal’ when submitting.

The screenshot shows a web application interface for the 'Grantee Review Appeal' process. At the top, there is a navigation bar with tabs: 'Case Information', 'Review Steps', 'Attachments', and 'Audit Trail'. Below this, a 'Reassign' button is visible. On the left, a 'Review Progress Pane' contains a list of steps: 'Grantee Review', 'Grantee Review Survey', 'Grantee Review Appeal' (which is highlighted), and 'Submit'. The main content area is titled 'Grantee Review Appeal' and contains the following text: 'Your organization has been directed to this page to appeal the approved rate for your entity. You have twenty (20) calendar days from the receipt of the electronic approval letter to appeal the rate. All appeal decisions are final; therefore, be sure to adequately document your appeal below. Until an appeal decision is made and the grant period has begun, your organization should use the proposed rate as included in the letter. If the rate changes based on the appeal, an adjustment will be made to reimburse your organization based upon the final appeal decision issued.'

The form includes several input fields and buttons:

- A dropdown menu for 'Request for appeal is due to:'.
- A text area for 'Provide a written statement fully describing the reason and rationale for the appeal.*'.
- A text input field for 'What is the rate your organization is proposing in this appeal?*'.
- A section for 'Attach documentation to support the rate proposed in this appeal.*' with a file upload icon.
- 'Previous' and 'Next' buttons at the bottom of the form.

This screenshot shows a final selection screen for the appeal process. It features a dropdown menu with the following options: 'In Process', 'In Process', 'Pending', 'Submit Appeal' (which is highlighted in blue), and 'Determination Accepted'. To the right of the dropdown is a blue 'Submit' button.

6.2 What the Cognizant Agent needs to do

After Crowe completes a review of the submitted appeal, the cognizant agency will need to review and accept or not accept the final appeal determination. Due to the infrequency of the appeals process, your agency will be notified by Crowe when an appeal has been submitted for your review and acceptance.