

Steps in Pre-Qualification/Pre-Award

Please Note: From start to finish, the time to process all registrations can take up to 12 weeks. Your grant application cannot be processed until you are pre-qualified.

Pre-Qualification

1. Register with State of Illinois

Must be actively registered with the Illinois Secretary of State (SOS).

2. Obtain a FEIN/EIN number

Obtain a Federal Employee Identification Number (FEIN/EIN) from the Internal Revenue Service (IRS).

3. Register for a SAM.gov account

New, must register in SAM.gov to obtain an active 12-digit Unique Entity ID(UEI).

Existing UEI, annual Renew/update.

4. Sign up for an Illinois.gov account

Create an Illinois.gov account using your business email address.

5. Link GATA account to Illinois.gov account

Sign into the GATA Grantee Portal using the Illinois.gov account and link the two accounts.

6. Complete Profile in GATA Grantee Portal

Complete Grantee Registration (if record does not exist in the GATA Grantee Portal).

7. Internal Control Questionnaire

In the GATA Grantee Portal, Complete the annual Internal Control Questionnaire (ICQ).

8. Organizational Risk Assessment*

In IWAS, under System Listings, create annual Organizational Risk Assessment (ORA).

*Not required for Nutrition-Only Providers

Pre-Award

Prequalification Timeline

| Step | Step Description | Preparation Time | Processing Time | Resources |
|-------------------|--------------------------------------------------------|------------------|---------------------------------------------------------------------------|---------------------------------------------|
| Pre-Qualification | 1 Register with State of Illinois | 30 Minutes | 2-6 weeks | Illinois Secretary of State |
| | 2 Obtain a FEIN/EIN number | 30-45 Minutes | Immediate for online application- 4 weeks for mail-in or fax applications | IRS FEIN/EIN Application |
| | 3 Register/Renew in SAM.gov | 1-2 Hours | Up to 6 weeks | SAM.gov |
| | 4 Sign up for an Illinois.gov account | 15 minutes | Immediate | Illinois.gov account set up |
| | 5 Link GATA account to Illinois.gov account | 15 minutes | Immediate | GATA Grantee Portal |
| | 6 Complete Organization Profile in GATA Grantee Portal | 30-45 minutes | 1-3 days | GATA Grantee Portal |
| Pre-Award | 7 Internal Control Questionnaire | 1 hours | Interfaces with IWAS/WINS Overnight after approval | GATA Grantee Portal |
| | 8 Organizational Risk Assessment | 30 minutes | 30 minutes after approval | IWAS |