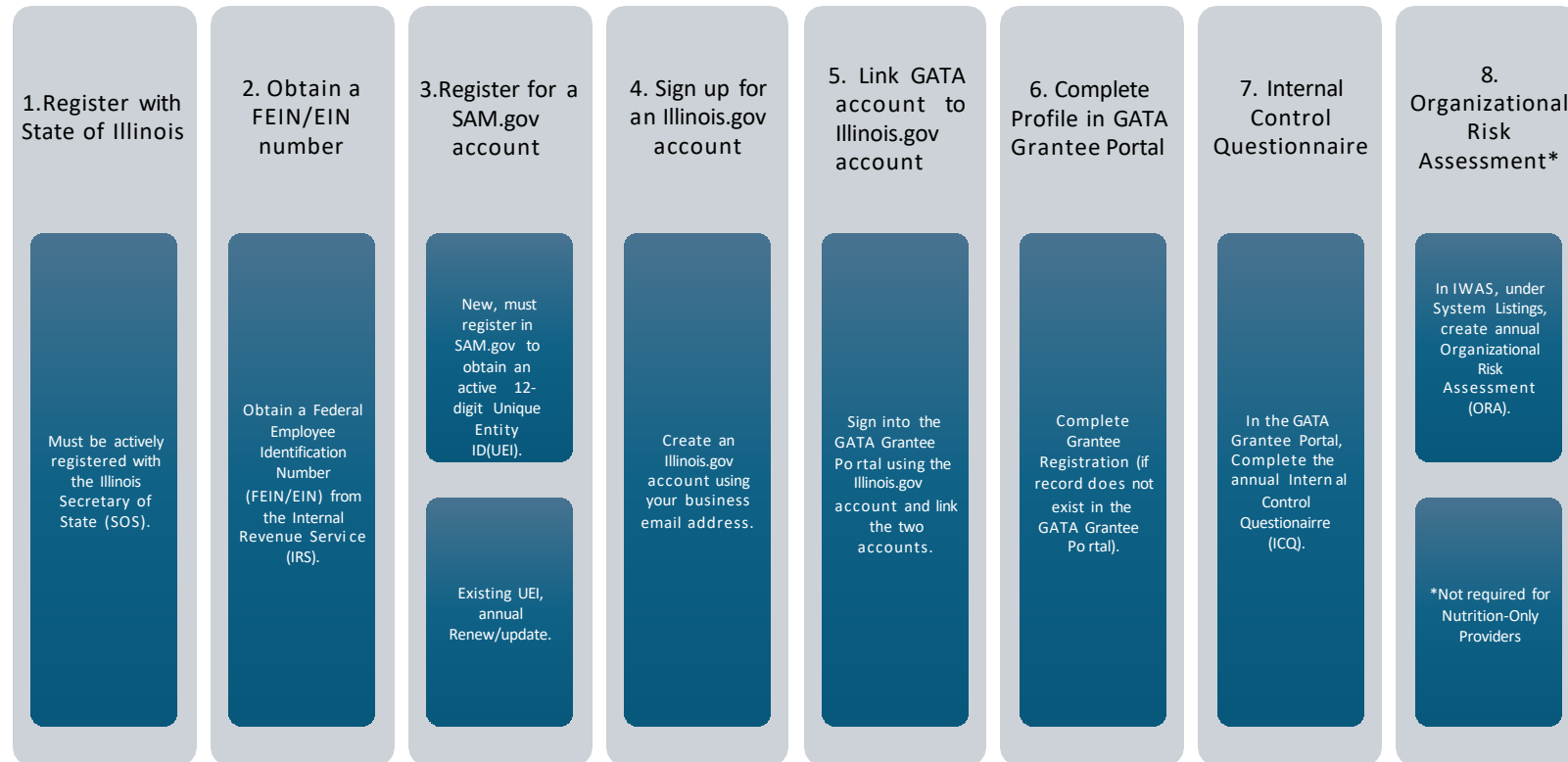


Steps in Pre-Qualification/Pre-Award

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

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	1hours	Interfaces with IWAS/WINS Overnight after approval	GATA Grantee Portal
	8	Organizational Risk Assessment	30 minutes	30 minutes after approval	IWAS