

Instructions to Complete GATA Requirements

If you plan to apply to participate in a federally funded Child Nutrition Program, you must complete the Grant Accountability and Transparency Act (GATA) registration process, and be qualified to do business with the State of Illinois.

1. Authentication for the GATA Grantee Portal

Create an Illinois.gov account, by visiting the GATA Grantee Portal at <https://grants.illinois.gov/portal/>. Click “Create Account”. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process.

2. Registration for the GATA Grantee Portal

Return to the GATA Grantee Portal at <https://grants.illinois.gov/portal/>. Click “Sign in Here” to log-in. The system will then ask for your organization’s DUNS number and invite you to create a new grantee account for the entity related to that DUNS number. **You will need the following information in order to create a new grantee account:**

- DUNS number
- FEIN
- Organization type
- Secretary of State ID
- Organization name
- Address

3. Internal Controls Questionnaire (ICQ) in the GATA Grantee Portal

Complete an Internal Controls Questionnaire (ICQ), as a Fiscal and Administrative Risk Assessment, at <https://grants.illinois.gov/portal/>. The ICQ must be completed annually. All state agencies will utilize the results of the ICQ. The ICQ should be completed by someone with financial or accounting experience.

4. Pre-qualification to do business with the State of Illinois

All entities must be qualified to do business with the State of Illinois. To be qualified, an entity must complete processes outside of the GATA Grantee Portal. Please ensure you complete the following two processes:

- Ensure you are in Good Standing with the Illinois Secretary of State. Visit <https://www.ilsos.gov/corporatellc/> to verify your standing. If you are not in Good Standing, follow the instructions on the Secretary of State webpage to achieve Good Standing.

- Ensure you have a current SAM.gov account. Visit www.sam.gov. Create a new account or update an existing account. **Allow 60 minutes to create a new SAM.gov account. Allow 10-12 business days for a new SAM.gov registration to be active.**
 - i. To create a new account, refer to page three of this instruction, entitled **SAM Quick Start Guide for New Grantee Registration**.
 - ii. To update an existing account, refer to page four of this instructions, entitled **SAM Quick Start Guide for Updating an Entity Registration**.

For help completing the SAM.gov registration, please watch the instructional video at <https://www.youtube.com/watch?v=5jvMm7mErmc>. For further assistance, please contact the Federal Service Desk at 866-606-8220 or www.fsd.gov.

The status of each of the four steps described above is displayed in the GATA Grantee Portal for each registered entity. The ISBE “GATA Grantee Status Report” provides updated status information for all ISBE grantees and can be found at https://www.isbe.net/Documents/GATA_Status.pdf.

If you need assistance with the GATA Grantee Portal, or if you have questions about the process, please contact the ISBE GATA Division at GATA@isbe.net or (217) 782-5630. Thank you for your cooperation.

Quick Start Guide for New Grantee Registration

Helpful Information

What is an Entity?

In SAM, your company / business / organization is referred to as an Entity. You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What do I need to get started?

DUNS Number

You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering.

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes no more than 1-2 business days to obtain a DUNS number.

Taxpayer Identification Number

You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).

Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. Allow approximately two weeks before your new EIN is ready for use when registering in SAM.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to activate the account via the link you will receive by e-mail), then Log in.
3. On the My SAM page, select Entity Registrations from the sub-navigation menu and select Register New Entity.
4. Select your type of Entity. Definitions are in the Content Glossary.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are not interested in pursuing Federal contracts, you will have a much shorter registration path. To choose the grants only path:
 - Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs." For the question "Why are you registering this entity to do business with the U.S. government?"
6. Complete the Core Data section:
 - Validate your DUNS information.
 - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember the MPIN as it will serve as a password for you in other government systems. You will need it for your Grants.gov registration.
 - Enter your CAGE Code if you have one, but remember, CAGE Codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE code before proceeding.
 - Enter General Information (business types, organization structure, etc.) about your entity.
 - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
 - Answer the Executive Compensation questions.
 - Answer the Proceedings Details questions.
7. Complete the Points of Contact section:
 - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as CAGE, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
8. Make sure to select Submit after your final review. You will get a Congratulations message on the screen. If you do not see this message, you have not submitted your registration.
 - There are two external validation steps, one with the IRS and another with CAGE, after you submit. You will receive an email from SAM.gov when your registration is active.

Please give yourself plenty of time before your grant application submission deadline. Allow up to 10-12 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

For help registering in SAM, contact the Federal Service Desk (FSD) at <https://www.fsd.gov/>





Quick Start Guide for Updating an Entity Registration

Helpful Information

Viewing Your Entity Record

- If you chose to make your record public, you can view your entity registration by going to www.sam.gov, selecting Search Records, and searching by your DUNS Number or Legal Business Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS Number or Legal Business Name, selecting the "Inactive" checkbox, and clicking the "Apply Filters" button
- If you opted out of public search, you will need to log into SAM with the appropriate user account, select Entity Registrations and then Existing Entity Registrations to view your record

Requirements for Submitting Your Registration

- To submit your update, you must review the entire record
- If you have updated your entity's physical address, make sure to update the address Dun and Bradstreet (D&B) has on file prior to updating the registration in SAM
- If your registration requires Repts & Certs (formerly ORCA), make sure you select the checkbox certifying to the accuracy of the data on the "Review Repts & Certs" page

Steps for Updating an Entity

1. Go to www.sam.gov and login with your SAM username and password.
2. On the My SAM page, select Entity Registrations and then Existing Entity Registrations from the sub-navigation menu.
3. Select the Legal Business Name of the entity you want to update from the Entity List.
4. Select Update Entity from the Registration Details panel.
5. Please note, you may not update a registration in Submitted status. You may only update registrations that are Active, Expired, or a Work in Progress.
6. You may delete a Work in Progress if necessary. This will not affect your Active or Expired entity registration.
7. Select what you would like to update: Purpose of Registration and remaining entity registration, All sections applicable to the registration besides the Purpose of Registration, or Point of Contacts only (skip to step 9).
8. Update the Core Data section.
9. Update the Assertions section (not required if registering for Federal Assistance opportunities only).
10. Update the Representations and Certifications section (not required if registering for Federal Assistance opportunities only).
11. Update the Points of Contact section, including optional POCs. You may remove optional POCs if they are no longer relevant.
12. If you qualify as a small business, update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification via the "SBA Supplemental" page.
13. Select Submit.

Please note: If your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.