Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

April 12, 2017

CIRCULAR LETTER 2017-12

2018 ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The Illinois Department of Transportation (IDOT) will be accepting applications for the Illinois Transportation Enhancement Program (ITEP) beginning on October 2, 2017 through December 1, 2017. The ITEP provides funding for community based projects that expand travel options and enhance the transportation experience by improving the cultural, historic, aesthetic, and environmental aspects of our transportation infrastructure.

In order to apply for ITEP funds, every applicant must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal. All pre-award requirements must be fulfilled or the application will not be accepted. The Grantee Portal link, and additional information on GATA requirements, can be found at www.grants.illinois.gov under "Grantee Links". All general GATA questions may be directed to DOT.GATA@Illinois.gov.

ITEP applications will only be accepted through the ITEP Website. In addition to a required on-line application, one (1) hard copy of each application must be submitted to IDOT at the address listed in the application. The deadline for all on-line project applications is Friday, December 1, 2017 by the close of business (4:30 PM). Any on-line applications received after this deadline will not be considered for funding. All general ITEP questions may be directed to DOT.ITEP@Illinois.gov.

Sincerely,

Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

CD/tw

cc: Christy Davis, Office of Planning & Programming
   Joel Moore, Illinois Association of County Engineers
   Joe Schatteman, Illinois Municipal League
   Bryan Smith, Township Officials of Illinois
   Charlie Montgomery, Township Highway Commissioners of Illinois

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance (2 CFR 200), entities receiving funds from programs that fall under GATA and 2 CFR 200, must complete the below requirements prior to receiving an award from the State of Illinois.

There are four steps:
1. **Grantee Registration**
2. **Grantee Pre-Qualification**
3. **Fiscal and Administrative Risk Assessment/Internal Control Questionnaire**
4. **Indirect Cost Rate Declaration**

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1. **Grantee Registration**
   There are three ways to register:

   1. Individual – 1 entity, 1 registration

   2. Centralized – primarily for Local Governments – Counties and Municipalities with multiple departments and divisions where the funds/awards go to the county or municipality's highest level and then to the specific division or department.

      The highest entity level would register for all departments and divisions. All entities that fall under this centralized registration would be listed/identified in a "Grantee Note" by the registrant or the registrant can obtain assistance from DOT.GATA@illinois.gov to enter in the additional entities for them.

      All of the awards for any of the entities listed would go to the registered FEIN, DUN and GATA registration (a.k.a. Organization ID) numbers listed on the centralized registration.

      One Internal Control Questionnaire (ICQ) would be completed and *ONE* Indirect Cost Rate would be identified for all entities identified under the registration.

   3. Parent/Child – primarily for Local Governments – Counties and Municipalities with multiple departments and divisions that have their own DUNS numbers **AND** receive the funds/awards directly. The funds/awards DO NOT go through the highest level. The highest entity (the parent) level would register their FEIN and DUNS, complete an ICQ and select an indirect cost rate just for their use. Each department and/or division (the children) would then register their DUNS, complete an ICQ and select an indirect cost rate just for their individual use.

      To complete the Grantee Registration:

      - Go to the Illinois.gov Public Authentication Portal: www.grants.illinois.gov/portal
      - From there you will need to create a new account with a username and password.
      - A personal or business email address is required to establish an account.
      - Authentication verifies the relationship between an individual and the organization they represent.
      - Performed once for each individual associated with a registration.
      - Once you login, you will enter your DUNS number and it will take you to the main menu for your organization. You can manage your GATA account from there.

2. **Grantee Pre-Qualification**
   (Required one-time at the organization/entity registration level; periodically validated)

   To be qualified to do business with the State of Illinois an entity must be registered with or under a centralized registration that has:
   a) A *current* DUNS number (click HERE to view instructions on obtaining a DUNS number);
   b) A *current* SAM CAGE Code (click HERE to view instructions on obtaining a SAM Cage Code);
   c) *Not be on* the Federal Excluded Parties List (click HERE to verify utilizing the Quick Search); and
   d) *Be in Good Standing* with the Illinois Secretary of State, if applicable. (click HERE to verify).

   Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois. Entities may remediate all other pre-qualification issues.

3. **Fiscal & Administrative Risk Assessment/ICQ** *(Required annually at the organization/entity level)*
   All registered entities must complete an ICQ annually. **All state agencies** will utilize the results of the ICQ for all entities associated with the registration. Currently FY17 and FY18 ICQs need to be completed by all registrants receiving funds during those time periods.

4. **Indirect Cost Rate System (CARS)**
   Once the ICQ has been approved, the person who completed the ICQ for the registered/prequalified entity will receive an e-mail invitation from Crowe Horwath to negotiate an indirect cost rate. This responsibility can be changed or re-assigned if needed. The CARS system can be accessed with a log in and password at any time, except during regularly scheduled updates which occur on Wednesday evening (2hrs).

   For additional information please refer to Appendix V to Part 200—State/Local Government Wide Central Service Cost Allocation Plans of 2 CFR 200.

Visit the *Grantee Links* tab on grants.illinois.gov to learn more about the GATA process.