

Grantee Pre-Qualification

Office of the Illinois State Fire Marshal



To be eligible for grants with the State of Illinois grantees must complete certain requirements.

Those requirements include:

- Registration in the federal SAM.gov system
- Setting up a grantee portal account

Please note that if you do not have a Federal EIN you MUST obtain one of these prior to completing any of the registration steps.

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



Registration in the federal SAM.gov system

You can check to see your entity status here if you already have a SAM.gov registration (<https://sam.gov/content/status-tracker>). You will need to use your SAM.gov user account to check your entity status.

If you are registered but your status is expired follow the directions on how to renew your entity when you check your registration status.

If you are not registered follow the steps on the next slides.



Registration in the federal SAM.gov system

You will first need to create a SAM.gov user account.

Click here for the steps to create an account:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0017363



Registration in the federal SAM.gov system

After creating a SAM.gov account you need to register as an entity. You need to do a **complete registration**. You **do not** want to get a UEI only.

PLEASE NOTE THAT YOU MUST MAKE YOUR ENTITY SEARCHABLE. DO NOT OPT OUT OF THE PUBLIC SEARCH OR YOU WILL NOT BE IDENTIFIED AS IN GOOD STANDING ON THE STATE SYSTEM.

Click here for the steps to register:

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0038643

Please note that when you get to the the type of registration you need to choose the option for “All Awards”

Choose an Option

It looks like you intend to do business directly with the U.S. federal government on a procurement opportunity as a prime contractor. We recommend you choose **All Awards**.

This option also allows you to pursue financial assistance directly from the U.S. federal government.

Recommended

Unique Entity ID Only	Financial Assistance	All Awards
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Registration in the Grantee Portal

After you complete your SAM.gov registration **and have completed the validation process and received your UEI** you must register with the state grantee portal.

Create an Individual User Account:

<https://gata.illinois.gov/content/dam/soi/en/web/gata/documents/grantee-links/grantee-portal-faq/creating-an-individual-user-account-in-the-gata-grantee-portal1.pdf>



Registration in the Grantee Portal

After you create your account you need to register in the GATA Grantee Portal.

Register Your Organization in the GATA Grantee Portal:

<https://gata.illinois.gov/content/dam/soi/en/web/gata/documents/grantee-links/grantee-portal-faq/Registering%20Your%20Organization%20in%20the%20GATA%20Grantee%20Portal.pdf>



Registration in the Grantee Portal

After you register your organization in the GATA grantee portal you can login to your account and verify your pre-qualification status.

Login to GATA Portal:

<https://grants.illinois.gov/portal/>

Click Grantee Portal Sign In

Grantee Portal
Sign In

Here you will be able to view your grantee registration status



Help

E-mail Ronny.J.Wickenhauser@illinois.gov with any questions that you may have.

But note that questions regarding federal SAM.gov registration must go through the federal helpdesk (<https://sam.gov/content/help>)

