

STATE OF ILLINOIS

GRANT ACCOUNTABILITY AND TRANSPARENCY ACT



AUDIT PACKAGE SUBMISSION EXTENSION REQUEST GRANTEE INSTRUCTIONS

January 2026

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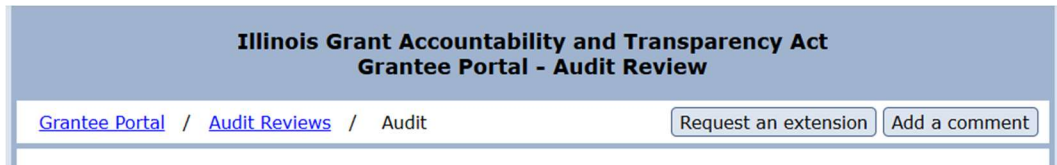
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Financial Statement Audit Package Submission Extension Request

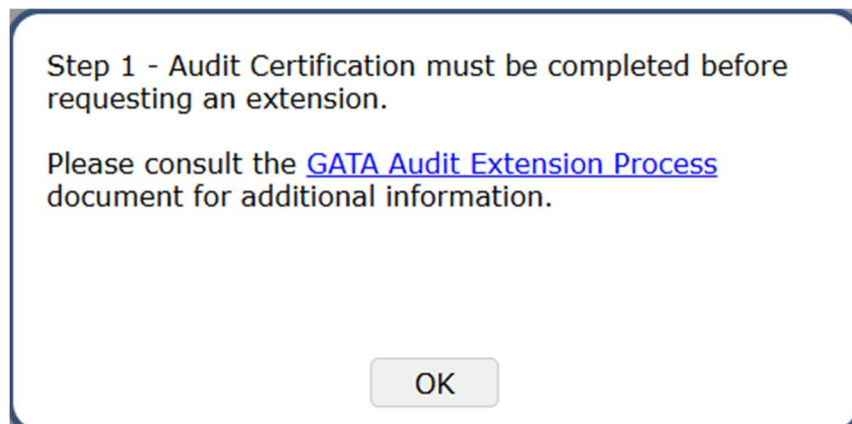
The State cognizant agency may authorize a GATA financial statement audit package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee's control. Such an event can impose significant challenges limiting the grantee's ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the GATA audit extension process document for further information.

If the grantee determines a need to request an audit extension, they must complete and submit a financial statement audit package submission extension request via the GATA Grantee Portal:

1. The grantee will see the "Request an extension" button available, in the top right corner of their applicable audit case, in the GATA Grantee Portal.
 - a. This button is available to the grantee up until the audit package submission due date.



2. The grantee must first complete Step 1 – Audit Certification Form before they can access the extension request form.
 - a. If the grantee has not completed Step 1 – Audit Certification Form in the GATA Grantee Portal, the grantee will see the following message when clicking the "Request an extension" button:



3. Once the grantee has completed Step 1 – Audit Certification Form, they may click the “Request an extension” button, which will give them access to the following extension request form.

Illinois Grant Accountability and Transparency Act Grantee Portal - Audit Review Extension	
Grantee Portal / Audit Reviews / Audit / Extension	
<input type="button" value="Return"/> <input type="button" value="Submit Request"/>	
Request An Extension	
<p>The State cognizant agency may authorize a GATA financial statement audit package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee's control. Such an event can impose significant challenges limiting the grantee's ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the GATA audit extension process document for further information.</p> <p>Please note that if your organization is required to have a single audit conducted, only the <i>federal</i> cognizant agency for audit or <i>federal</i> oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.</p> <ul style="list-style-type: none"> • If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below. • If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency. <p>To proceed with submitting an audit package submission extension request, please complete the following information:</p>	
Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	<input style="width: 100%; height: 40px;" type="text"/>
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	<input style="width: 100%; height: 20px;" type="text" value="mm/dd/yyyy"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	<input style="width: 100%; height: 40px;" type="text"/>
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Choose file"/>
Name: <input style="width: 80%;" type="text"/> Title: <input style="width: 80%;" type="text"/>	
<input type="button" value="Submit Request"/>	

4. The requirements for a grantee to request a **one-time** financial statement audit package submission extension include:
 - a. All audit package submission extension requests should be submitted, via the GATA Grantee Portal, at least 60 calendar days prior to the audit package submission deadline.
 - b. The financial statement audit extension request must include:
 - i. Grantee Name
 - ii. GATA ID
 - iii. Audit ID
 - iv. Grantee’s Audit Review Period
 - v. Grantee’s Audit Type
 - vi. Justification for extension, including an explanation of how external events significantly hindered the grantee’s ability to meet the audit package submission due date.
 - vii. New proposed date for the audit package submission (Maximum time = 3 months beyond the normal due date)

- viii. Corrective action plan to ensure that future audit packages will be submitted timely.
 - ix. Audit Engagement Letter
 - 1. The engagement letter must be signed within 3 months after the grantee’s fiscal year-end.
5. All sections in the extension request form must be completed in order for the extension request to be submitted by the grantee.
- a. An illustration, of a completed extension request form, has been provided below:

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

[Grantee Portal](#) / [Audit Reviews](#) / [Audit](#) / [Extension](#)

Request An Extension

The State cognizant agency may authorize a [GATA financial statement audit](#) package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee's control. Such an event can impose significant challenges limiting the grantee's ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the [GATA audit extension process document](#) for further information.

Please note that if your organization is required to have a single audit conducted, only the federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

To proceed with submitting an audit package submission extension request, please complete the following information:

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 <input type="text"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Clear file"/> Test Upload File.pdf
Name:	<input type="text" value="Test Name"/>
Title:	<input type="text" value="Test Title"/>

- b. If an item is not completed, the grantee will receive the following message after clicking the “Submit Request” button:



- c. The section that was not completed by the grantee will be highlighted in red.

d. An illustration, of an incomplete extension request form, has been provided below:

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

[Grantee Portal](#) / [Audit Reviews](#) / [Audit](#) / Extension

Request An Extension

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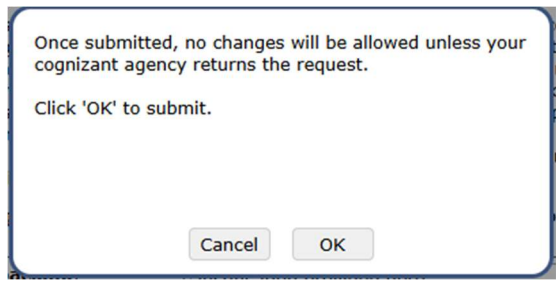
Please note that if your organization is required to have a single audit conducted, only the *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

To proceed with submitting an audit package submission extension request, please complete the following information:

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 <input type="button" value="📅"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Choose file"/>
Name:	<input type="text" value="Test Name"/>
Title:	<input type="text" value="Test Title"/>

e. If all sections have been completed, the grantee will receive the following message after clicking the "Submit Request" button:



6. Once the extension request has been submitted by the grantee, the grantee will see the following message, highlighted in yellow, within the audit case.

You have requested an extension for this audit package submission. This is now pending review from your organization's cognizant agency. An email notification will be sent to your organization's audit contacts once the review has been completed.

[View Extension Request](#)

7. The grantee may view the submitted extension request, at any time, by clicking the “View Extension Request” button.
- a. Please note that viewing the extension statement request only provides the grantee with a read-only version of the extension request. No further changes can be made, by the grantee, to the extension request once it has been submitted.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

[Grantee Portal](#) / [Audit Reviews](#) / [Audit](#) / Extension

[Return](#)

Request An Extension

The State cognizant agency may authorize a [GATA financial statement audit](#) package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee's control. Such an event can impose significant challenges limiting the grantee's ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the [GATA audit extension process document](#) for further information.

Please note that if your organization is required to have a single audit conducted, only the *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

To proceed with submitting an audit package submission extension request, please complete the following information:

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 6:59 PM
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	Test Upload File.pdf
Name:	Test Name
Title:	Test Title

Single Audit Package Submission Extension Request

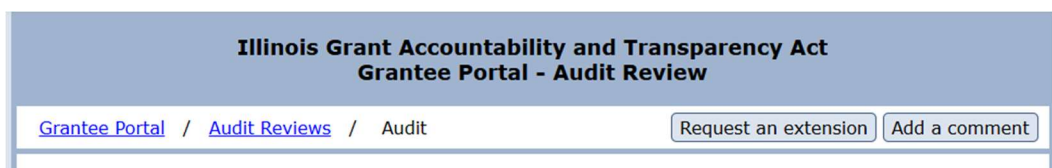
Per 2 CFR 200.512(a)(1), the audit, the data collection form, and the reporting package must be submitted within 30 calendar days after the auditee receives the auditor's report(s) or nine months after the end of the audit period (whichever is earlier). *The cognizant agency for audit or oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension when the nine-month timeframe would place an undue burden on the auditee.* If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.

Only the *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If a grantee is required to have a single audit conducted and has a *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit), the grantee must obtain authorization, for a single audit reporting package submission extension, from its applicable *federal* agency.
- If a grantee is required to have a single audit conducted but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by the grantee to its State cognizant agency, who will then submit the single audit extension request to its *federal* cognizant agency.

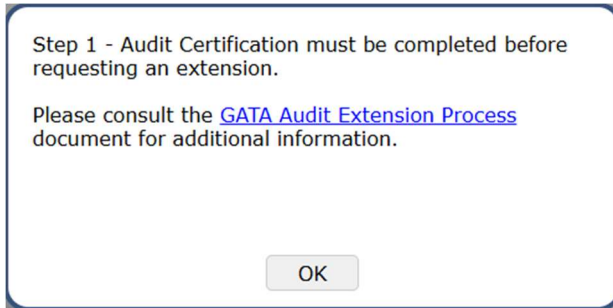
If the grantee chooses to complete and submit a single audit package submission extension request:

1. The grantee will see the “Request an extension” button available, in the top right corner of their applicable audit case, in the GATA Grantee Portal.
 - a. This button is available to the grantee up until the audit package submission due date or until the single audit is accepted by the Federal Audit Clearinghouse (FAC), whichever is earlier.



2. The grantee must first complete Step 1 – Audit Certification Form before they can access the extension request form.

- a. If the grantee has not completed Step 1 – Audit Certification Form in the GATA Grantee Portal, the grantee will see the following message when clicking the “Request an extension” button:



3. Once the grantee has completed Step 1 – Audit Certification Form, they may click the “Request an extension” button, which will give them access to the following extension request form:

Illinois Grant Accountability and Transparency Act Grantee Portal - Audit Review Extension	
Grantee Portal / Audit Reviews / Audit / Extension	
<input type="button" value="Return"/> <input type="button" value="Submit Request"/>	
Request An Extension	
<p>The State cognizant agency may authorize a GATA financial statement audit package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee’s control. Such an event can impose significant challenges limiting the grantee’s ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the GATA audit extension process document for further information.</p> <p>Please note that if your organization is required to have a single audit conducted, only the <i>federal</i> cognizant agency for audit or <i>federal</i> oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.</p> <ul style="list-style-type: none"> • If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below. • If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency. <p>To proceed with submitting an audit package submission extension request, please complete the following information:</p>	
Justification for audit package submission extension Please explain how external events significantly hinder your ability to meet the audit package submission due date.	<input style="width: 100%; height: 40px;" type="text"/>
Proposed due date for audit package submission Maximum time = 3 months beyond the normal due date	<input style="width: 100%; height: 20px;" type="text"/>
Corrective Action Plan Please provide a corrective action plan to ensure that future audit packages will be submitted timely.	<input style="width: 100%; height: 40px;" type="text"/>
Audit Engagement Letter Please attach the audit engagement letter received from your audit firm.	<input type="button" value="Choose file"/>
SINGLE AUDIT ONLY Federal Agency Approval / Denial Please upload the authorization received from your <i>federal</i> cognizant agency for audit or <i>federal</i> oversight agency for audit that supports the single audit submission extension for your organization. State Cognizant Agency Only: If applicable, please upload the denial support received from the federal cognizant agency.	<input type="button" value="Choose file"/>
Name:	<input style="width: 100%; height: 20px;" type="text"/>
Title:	<input style="width: 100%; height: 20px;" type="text"/>
<input type="button" value="Submit Request"/>	

4. The requirements for a grantee to request a **one-time** single audit package submission extension include:
 - a. All audit package submission extension requests should be submitted, by the grantee in the GATA Grantee Portal, at least 60 calendar days prior to the audit package submission deadline.
 - b. The single audit extension request, completed by the grantee in the GATA Grantee Portal, must include:
 - i. Grantee Name
 - i. GATA ID
 - ii. Audit ID
 - iii. Grantee's Audit Review Period
 - iv. Grantee's Audit Type
 - v. Justification for extension, including an explanation of how external events significantly hindered the grantee's ability to meet the audit package submission due date.
 - vi. New proposed date for the audit package submission (Maximum time = 3 months beyond the normal due date)
 - vii. Corrective action plan to ensure that future audit packages will be submitted timely.
 - viii. Audit Engagement Letter
 1. The engagement letter must be signed within 3 months after the grantee's fiscal year-end.
 - ix. Federal Agency Approval
 1. If the grantee has a *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit), the grantee must upload the authorization received from its applicable *federal* agency.
 2. If the grantee only received pass-through funding from a State awarding agency and did not receive direct federal funding, the grantee will not submit a file to this section. The State cognizant agency must upload any applicable support received from its *federal* cognizant agency to this section.
5. All applicable sections, in the extension request form, must be completed in order for the extension request to be submitted.
 - a. An illustration, of a completed single audit extension request form, has been provided below:

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

[Grantee Portal](#) / [Audit Reviews](#) / [Audit](#) / Extension

Request An Extension

The State cognizant agency may authorize a [GATA financial statement audit](#) package submission extension when the financial statement audit package submission due date would place an undue burden on the grantee. An undue burden is defined as an unforeseen event that disrupts operations beyond the grantee's control. Such an event can impose significant challenges limiting the grantee's ability to function effectively. It must be a substantial or an unjust obstacle that could not have been avoided or overcome by the grantee (or its auditor) through planning and reasonable diligence. Please see the [GATA audit extension process document](#) for further information.

Please note that if your organization is required to have a single audit conducted, only the *federal* cognizant agency for audit or *federal* oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

To proceed with submitting an audit package submission extension request, please complete the following information:

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	09/30/2026 <input type="checkbox"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Clear file"/> Test Upload File.pdf
SINGLE AUDIT ONLY Federal Agency Approval / Denial <i>Please upload the authorization received from your <u>federal</u> cognizant agency for audit or <u>federal</u> oversight agency for audit that supports the single audit submission extension for your organization. State Cognizant Agency Only: If applicable, please upload the denial support received from the federal cognizant agency.</i>	<input type="button" value="Clear file"/> Federal Agency Approval Test.pdf
Name:	<input type="text" value="Test Name"/>
Title:	<input type="text" value="Test Title"/>

- b. If an item is not completed, the grantee will receive the following message after clicking the "Submit Request" button:



- c. The section that was not completed will be highlighted in red.
- d. An illustration, of an incomplete single audit extension request form, has been provided below:

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

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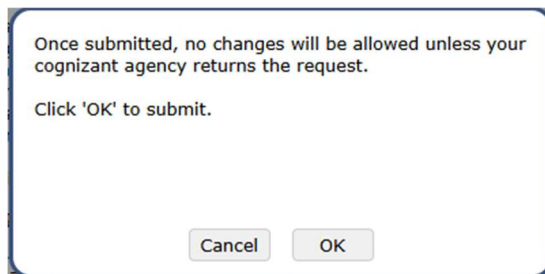
Please note that if your organization is required to have a single audit conducted, only the federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

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Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	09/30/2026 <input type="text"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	[Empty text area]
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Clear file"/> Test Upload File.pdf
SINGLE AUDIT ONLY Federal Agency Approval / Denial <i>Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization. State Cognizant Agency Only: If applicable, please upload the denial support received from the federal cognizant agency.</i>	<input type="button" value="Clear file"/> Federal Agency Approval Test.pdf
Name: <input type="text" value="Test Name"/>	
Title: <input type="text" value="Test Title"/>	

- e. If all sections have been completed, the grantee will receive the following message after clicking the "Submit Request" button:



6. Once the extension request has been submitted, the grantee will see the following message, highlighted in yellow, within the audit case.

You have requested an extension for this audit package submission. This is now pending review from your organization's cognizant agency. An email notification will be sent to your organization's audit contacts once the review has been completed.

[View Extension Request](#)

7. The grantee may view the submitted extension request, at any time, by clicking the “View Extension Request” button.
 - a. Please note that viewing the extension request only provides the grantee with a read-only version of the extension request. No further changes can be made, by the grantee, to the extension request once it has been submitted.

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Audit Review Extension**

[Grantee Portal](#) / [Audit Reviews](#) / [Audit](#) / Extension

[Return](#)

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Please note that if your organization is required to have a single audit conducted, only the federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit) may authorize an extension to the single audit reporting package submission.

- If your organization is required to have a single audit conducted and has a federal cognizant agency for audit or federal oversight agency for audit (in the absence of a cognizant agency for audit), please upload the single audit extension authorization, which your organization has received from your federal cognizant agency for audit or federal oversight agency for audit, in the "Federal Agency Approval" box below.
- If your organization is required to have a single audit conducted, but only received pass-through funding from a State awarding agency and did not receive direct federal funding, the single audit extension request may be sent by your organization to your State cognizant agency, who may, subsequent to review and approval, then submit the single audit extension request to its federal cognizant agency.

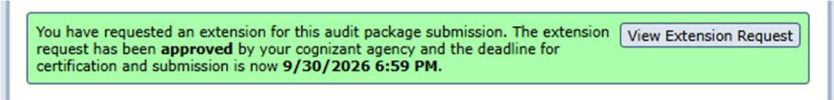
To proceed with submitting an audit package submission extension request, please complete the following information:

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Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	09/30/2026 6:59 PM
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	Test Upload File.pdf
SINGLE AUDIT ONLY Federal Agency Approval / Denial <i>Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization.</i> State Cognizant Agency Only: <i>If applicable, please upload the denial support received from the federal cognizant agency.</i>	Federal Agency Approval Test.pdf
Name:	Test Name
Title:	Test Title

8. **IMPORTANT:** For those grantees required to have a single audit conducted:
 - a. Once a grantee's single audit is accepted by the FAC, the grantee will not be allowed to submit a single audit extension request in the GATA Grantee Portal.
 - b. The grantee must complete and submit Steps 2-5, in the GATA Grantee Portal, within 30 calendar days of FAC acceptance.

Approved Extension Request

Once the grantee’s state cognizant agency has reviewed and approved an extension request, the grantee will see the following message, highlighted in green, immediately within the audit case in the GATA Grantee Portal:



1. The message will state that the extension request has been approved and will provide the new deadline for certification and submission. Steps 2-5, in the GATA Grantee Portal, will reflect the new audit package submission due date.
2. The grantee may view the approved extension request, at any time, by clicking the “View Extension Request” button.
 - a. Please note that viewing the approved extension request provides the grantee with a read-only version of the extension request. No further changes can be made to the extension request once it has been approved.
 - b. Please see below an illustration of an approved single audit extension request:

Illinois Grant Accountability and Transparency Act Grantee Portal - Audit Review Extension	
Grantee Portal / Audit Reviews / Audit / Extension	
Return	
Request An Extension	
Your cognizant agency has approved this audit package submission extension request. The deadline for certification and submission is now 9/30/2026 6:59 PM .	
Justification for audit package submission extension Please explain how external events significantly hinder your ability to meet the audit package submission due date.	Justification provided here.
Proposed due date for audit package submission Maximum time = 3 months beyond the normal due date	09/30/2026 6:59 PM
Corrective Action Plan Please provide a corrective action plan to ensure that future audit packages will be submitted timely.	Corrective Action Plan provided here.
Audit Engagement Letter Please attach the audit engagement letter received from your audit firm.	Test Upload File.pdf
SINGLE AUDIT ONLY Federal Agency Approval / Denial Please upload the authorization received from your federal cognizant agency for audit or federal oversight agency for audit that supports the single audit submission extension for your organization. <i>State Cognizant Agency Only: If applicable, please upload the denial support received from the federal cognizant agency.</i>	Federal Agency Approval Test.pdf
Name:	Test Name
Title:	Test Title

4. An email notification will be sent to any audit contacts, listed for the organization, the following calendar day, which will state that “An update has been made to your audit package submission extension request.”
5. **IMPORTANT:** For those grantees required to have a single audit conducted:
 - a. Once a grantee’s single audit is accepted by the Federal Audit Clearinghouse (FAC), the grantee must submit Steps 2-5, in the GATA Grantee Portal, within 30 calendar days of FAC acceptance.
 - b. The extended single audit due date will no longer be applicable for the single audit reporting package submission in the GATA Grantee Portal.

Returned Extension Request

Once the grantee’s state cognizant agency has reviewed the extension request and has determined that it should be returned to the grantee, the grantee will see the following message, highlighted in red, immediately within the audit case in the GATA Grantee Portal. An email notification will be sent to any audit contacts, listed for the organization, the following calendar day, which will state that “An update has been made to your audit package submission extension request.”

You have requested an extension for this audit package submission. The audit package submission extension request has been **returned** by your cognizant agency. Click the 'View Extension Request' button for additional information.

1. The grantee will click the “View Extension Request” button for additional information on why the extension request was returned.
2. In the Audit Review Extension screen, the grantee will see the reason for the return and will have the option to resubmit the request or delete the request.

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Grantee Portal - Audit Review Extension**

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Request An Extension

Your cognizant agency has returned this extension request for the following reason...
Return Reason provided here.

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 <input type="checkbox"/>
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	<input type="button" value="Clear file"/> Test Upload File.pdf
Name: <input type="text" value="Test Name"/> Title: <input type="text" value="Test Title"/>	

3. If a grantee chooses to delete the request, no further extension requests may be submitted by the grantee in the GATA Grantee Portal.
4. If a grantee chooses to make the applicable updates and resubmit the extension request, once ready, the grantee will click the “Resubmit Request” button.

Denied Extension Request

Once the grantee’s state cognizant agency has reviewed the extension request and has determined that is denied, the grantee will see the following message, highlighted in red, immediately within the audit case in the GATA Grantee Portal. An email notification will be sent to any audit contacts, listed for the organization, the following calendar day, which will state that “An updated has been made to your audit package submission extension request.”

You have requested an extension for this audit package submission. The audit package submission extension request has been **denied** by your cognizant agency. Click the 'View Extension Request' button for additional information for the denial.

View Extension Request

1. The grantee will click the “View Extension Request” button for additional information on why the extension request was denied.
2. In the Audit Review Extension screen, the grantee will see the deny reason.
 - a. Once an extension request has been denied, no further changes can be made by the grantee to the extension request in the GATA Grantee Portal.

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Return

Request An Extension

Your cognizant agency has **denied** this audit package submission extension request for the following reason:
Deny Reason provided here.

Justification for audit package submission extension <i>Please explain how external events significantly hinder your ability to meet the audit package submission due date.</i>	Justification provided here.
Proposed due date for audit package submission <i>Maximum time = 3 months beyond the normal due date</i>	06/30/2026 6:59 PM
Corrective Action Plan <i>Please provide a corrective action plan to ensure that future audit packages will be submitted timely.</i>	Corrective Action Plan provided here.
Audit Engagement Letter <i>Please attach the audit engagement letter received from your audit firm.</i>	Test Upload File.pdf
Name:	Test Name
Title:	Test Title

CYEFR Only Submissions

Grantees are not allowed to submit extension requests for CYEFR Only audit types. Extension requests are only applicable to **single audit package submissions and financial statement audit package submissions**.

If the grantee has certified as CYEFR Only and clicks the “Request an extension” button, in the GATA Grantee Portal, the following message will appear:

