

## What is the Annual Risk Assessment?

State agencies rely on grantees to carry out programs and services on their behalf. **State agencies are successful when their grantees are successful.** To help identify the technical assistance needs of each grantee, Illinois uses an automated risk assessment Internal Control Questionnaire, ICQ, to identify each grantee's assistance needs. Organizations electronically complete and submit the ICQ annually through the Grantee Portal.

Your organization must have an accepted ICQ for the applicable state fiscal year to receive grant funding.

Fiscal and Administrative Internal Controls Questionnaire (ICQ)				
ICQ	State FY	Date Started	Date Submitted	Date Accepted
<a href="#">View</a>	2023	04-26-2022	04-27-2022	
<a href="#">View</a>	2022	03-07-2021	05-27-2022	05-27-2022
<a href="#">View</a>	2021	05-12-2020	03-03-2021	
<a href="#">View</a>	2020	03-05-2019		
<a href="#">View</a>	2019	02-08-2019	02-08-2019	12-19-2019
<a href="#">View</a>	2017	08-08-2017		

An ICQ is required for each state fiscal year your organization does business with the State of Illinois. For example, state FY 2018 which begins on 7/1/2017 and runs through 6/30/2018 requires an FY 2018 ICQ. Notifications when changes occur to an ICQ status can be emailed to Grantee Portal Access users by clicking the "Manage" button below.

### Step 1 – Select the applicable ICQ for the state fiscal year

The state fiscal year is 7/1/XX through 6/30/XX. State Fiscal year 2023 is 7/1/22 through 6/30/23, for example. The state awarding agency will indicate the state fiscal year associated with each of your organization's grant(s).

### Step 2 – Complete and submit the applicable ICQ

The ICQ asks about the organization's current internal controls. Because some of the questions are technical in nature, a person with a financial background is best suited to complete some portions of the ICQ. Once completed, click the SUBMIT button to transmit the ICQ to the assigned State Cognizant Agency. You can view the submitted ICQ at any time through the Grantee Portal.

### Step 3 – The ICQ is approved by the State Cognizant Agency

If the state cognizant agency has questions about the ICQ responses, the agency will contact the grantee through the Grantee Portal. The Grantee Portal will indicate the Date Accepted by the State Cognizant Agency. The same Fiscal Year ICQ is used regardless of how many grants or different state agencies you receive funding from.