



The Illinois Department of Human Services

Manual for the receipt and approval of the Notice of State Award in the Grantee Portal

June 2017

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1. Introduction

1.1. Overview and Purpose

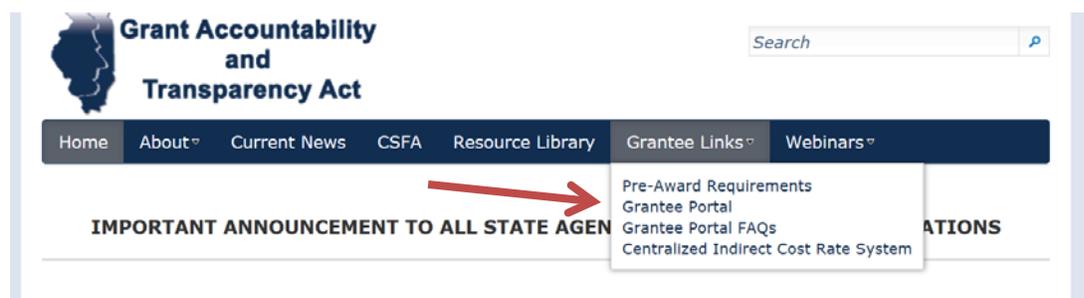
The Grantee Portal was designed by GATA volunteers representing grantees and state agencies. The Grantee Portal is used for managing the State award. The Grantee Portal is where grant recipients can access its Notice of State Awards (NOSAs) for State Fiscal Year FY18 from the Illinois Department of Human Services (IDHS). The NOSA is a required pre-award notification of the terms and conditions of an award. The purpose of the NOSA is to inform the recipient so an educated decision can be made prior to entering into a grant agreement. IDHS staff will electronically transmit the NOSA to the award recipient through the Grantee Portal, and the recipient can accept or reject it electronically. This manual provides instruction for processing the NOSA.

1.2. Requirements

All grants from IDHS still require a fully executed grant agreement. An approved budget and a NOSA is not a substitute for an executed grant agreement. Instead, the NOSA serves as notice to the grantee that, upon its execution and return, DHS will publish a grant agreement under the conditions in the NOSA. In order to generate a NOSA, the grantee must have an approved ICQ and programmatic risk assessment.

2. Access

To access the NOSA, you must be registered in the GOMB Grantee Portal. The Grantee will receive all NOSA correspondence through the Grantee Portal. The Portal is accessible under the Grantee Links tab at the GATA website: <https://www.illinois.gov/sites/gata/Pages/default.aspx>.



3. NOSA Processing

On the Grantee Portal, the grantee will have an item in the action box. It can either scroll down to the NOSA Section or click “scroll down” to advance the page.

Illinois Grant Accountability and Transparency Act Grantee Portal - Main Menu

The following items require action

Pending Notice of State Awards. Please [scroll down](#) to the 'Notice of State Awards (NOSA)' section to view and take action on the pending notices.

Organizations:

GATA ID: **687797**

State cognizant agency: **Management And Budget (507)**

Contact for assistance: Aaron.Dotv@illinois.gov

The grantee should click the “View” button that brings up a PDF of the NOSA. Specific Conditions may be imposed based on responses to the ICQ, the programmatic risk assessment, and the merit based review. If you have questions about the specific conditions or any other terms, reach out to the IDHS program contact.

The NOSA must be accepted or declined to complete the NOSA process. The grantee can click the “Accept” or “Decline” button to take action on the NOSA. After choosing, the grantee must also confirm accepting or declining the NOSA.

The screenshot shows a table with columns for NOSA, SAIN, and State Agency. A 'View' button is highlighted in red in the first row. A dialog box is overlaid on the table, containing the text: 'Please confirm this organization declines this Notice of State Award (471-109) by clicking the 'Confirm Decline' button.' The dialog box has 'Cancel' and 'Confirm Decline' buttons at the bottom.

NOSA	SAIN	State Agency
View	471-109	Supreme Co

[Click to view previous Notice of](#)

Audit Review

[Federal Uniform Guidance and T](#)

If you decline the NOSA, then please reach out to your IDHS program contact to provide information regarding your decision. If you accept the NOSA, then IDHS will process your FY18 grant agreement.