

1. Accepting an Award

As an applicant, if my application is approved I will need to know how to accept an award and begin managing reporting requirements.

If you have been selected to receive an award, you will be notified by email. The email will also have a PDF version of the award notification for your records:

Award Notification Letter

Dear Ulysses Grant,

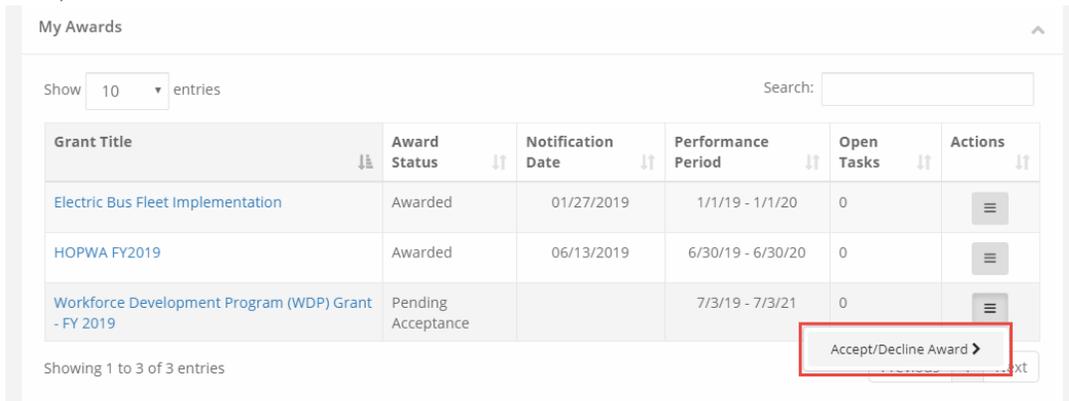
Congratulations! This is to inform you that your application is now awarded.

Project: HIV Testing Project
Program: HOPWA FY2019
Approval Date: 06/13/2019
Approved Amount: \$800,000.00
Federal Awards: • ORG0012 HOPWA FY19- \$782,000.00

- 1) Click on the link to Portal at the bottom of the email notification:

Please find your award notification attached. To see full award details and accept your award, please click [here](#).

- 2) Log into Portal and click on the appropriate Award title, or from the Actions column, select *Accept/Decline Award*:

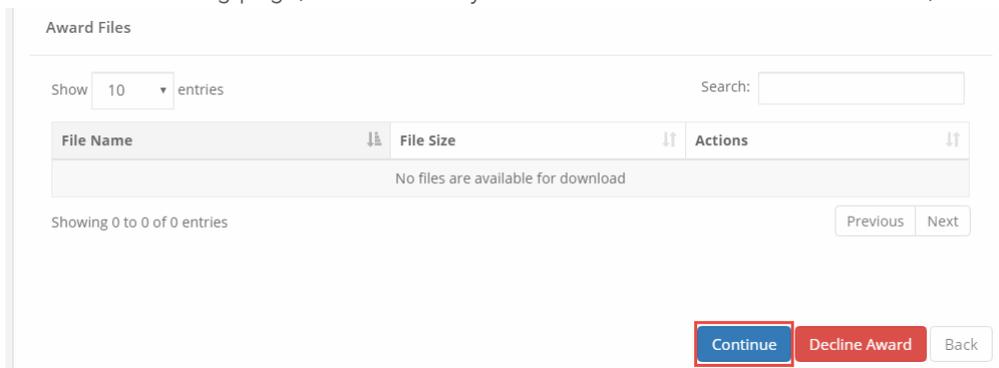


Grant Title	Award Status	Notification Date	Performance Period	Open Tasks	Actions
Electric Bus Fleet Implementation	Awarded	01/27/2019	1/1/19 - 1/1/20	0	[Menu]
HOPWA FY2019	Awarded	06/13/2019	6/30/19 - 6/30/20	0	[Menu]
Workforce Development Program (WDP) Grant - FY 2019	Pending Acceptance		7/3/19 - 7/3/21	0	[Menu]

Showing 1 to 3 of 3 entries

Accept/Decline Award >

- 3) From the following page, download any files from the Actions column. Then, click *Continue*:



File Name	File Size	Actions
No files are available for download		

Showing 0 to 0 of 0 entries

Previous Next

Continue Decline Award Back

- 4) Review and finalize your budget. Your granting agency may not have awarded you the exact amount you requested. You can request changes if you believe the budgeted items are justified:

DOWNLOAD FILES **FINALIZE BUDGET** ATTACH FILES

Please review your awarded budget. Please note that the grantor may have amended your budget, and it is reflected below. If you need to make changes you can request a Grant Amendment before "Request Amendment" at the bottom of this page. Please ensure your accuracy. The grantor will review the amended budget during finalization.

Budget Settings	Budget Summary
Multi-Term Budget: <input checked="" type="radio"/> No <input type="radio"/> Yes	\$1,050,000.00 Total Direct Costs
Indirect Costs: Not Applicable 0.00 %	\$0.00 Total Indirect Costs
Match / Cost Share: Not Applicable 0.00 % \$ 0.00	\$1,050,000.00 Total Amount (Direct + Indirect)
Budget Stage: Awarded	\$0.00 Match / Cost Share
Actions:	\$0.00 Program Income

Budget Items

1. Economic development

	Ext Cost	Direct Cost	Ind Cost	Cost Share
Economic development Totals:	\$1,050,000.00	\$1,050,000.00	\$0.00	\$0.00

Activity 1 - Economic development

Activity 2 - Economic development

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Personnel	Director, Project Manager, Assistant PM	1.00	\$175,000.00	\$175,000.00	\$175,000.00		Direct Cost
Salary	Labor	5000.00	\$50.00	\$250,000.00	\$250,000.00		Direct Cost
Equipment	Truck, Construction Equip.	1.00	\$125,000.00	\$125,000.00	\$125,000.00		Direct Cost
Material	Building Materials	1.00	\$500,000.00	\$500,000.00	\$500,000.00		Direct Cost

5) You can include a narrative in the budget to further explain and justify your expenses. When you are ready to finalize your budget click on "Save Changes."

6) Select "Accept and Continue" at the bottom of the page.

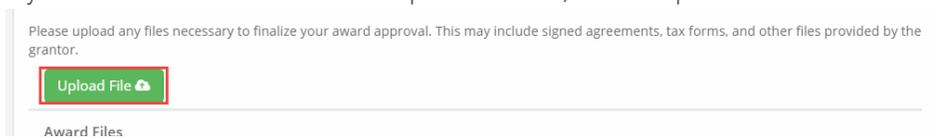
If you plan to decline your award offer, click "Decline Award."

If you would like to request a budget change before accepting, click "Request Budget Change." This will send a request to the grantor and you should expect an updated Award Notification to accept:

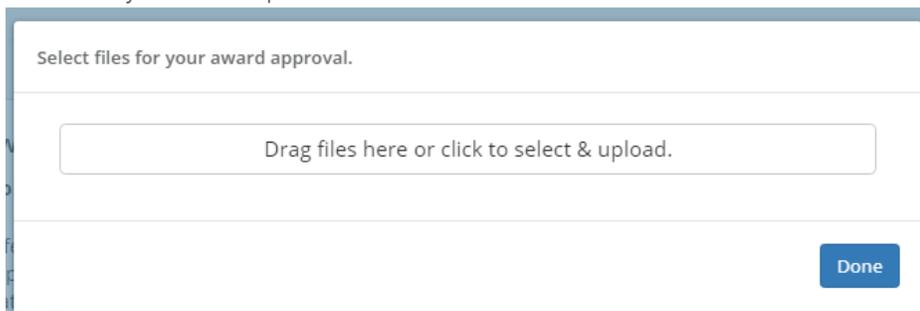
8000 characters remaining

[Accept and Continue](#) [Request Budget Change](#) [Decline Award](#) [Back](#)

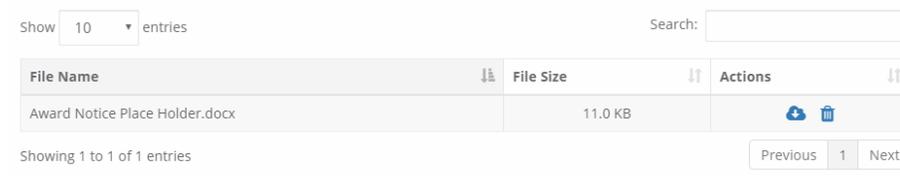
7) If you need to attach files to accept the award, select Upload Files on the following page:



Files can be attached by selecting them from your File Explorer or dragging and dropping files from your File Explorer to the browser:



Any uploaded file can be downloaded again, or deleted using the trash icon:



- 8) Select *Finalize and Submit* to send the Program Administrator notification that you have accepted the award. You can also leave an optional note to the grantor and Program Administrator:

File Name	File Size	Actions
Award Notice Place Holder.docx	11.0 KB	 

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[Save](#) [Finalize and Submit](#) [Decline Award](#) [Back](#)