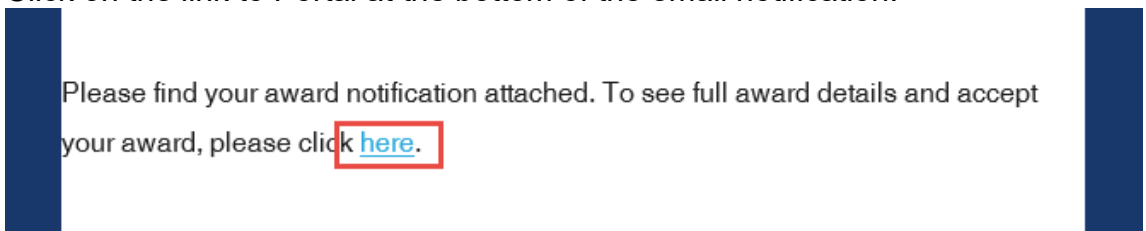


Award Notifications

1. Your award notification will be sent via email. The email will also have a PDF version of the award notification for your records:



2. Click on the link to Portal at the bottom of the email notification:



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

My Awards

Show 10 entries Search:

| 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 | ⋮ |
| HOPWA FY2019 | Awarded | 06/13/2019 | 6/30/19 - 6/30/20 | 0 | ⋮ |
| Workforce Development Program (WDP) Grant - FY 2019 | Pending Acceptance | | 7/3/19 - 7/3/21 | 0 | ⋮ |

Showing 1 to 3 of 3 entries

Accept/Decline Award >

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

Award Files

Show 10 entries Search:

| File Name | File Size | Actions |
|-------------------------------------|-----------|---------|
| No files are available for download | | |

Showing 0 to 0 of 0 entries

Previous Next

[Continue](#) [Decline Award](#) [Back](#)

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

Please upload any files necessary to finalize your award approval. This may include signed agreements, tax forms, and other files provided by the grantor.

[Upload File](#)

Award Files

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

Select files for your award approval.

Drag files here or click to select & upload.

[Done](#)

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



Show 10 entries Search:

| File Name | File Size | Actions |
|--------------------------------|-----------|---|
| Award Notice Place Holder.docx | 11.0 KB | Download Delete |

Showing 1 to 1 of 1 entries

Previous 1 Next

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 |   |

Showing 1 to 1 of 1 entries

Previous 1 Next

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