U.S. Department of Justice

Office of Justice Programs

Office of the Chief Financial Officer

Washington, D.C. 20531

September 5, 2007

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Ravalli County Commissioners

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Ravalli County Commissioners
215 South 4Th Street Suite A
Hamilton, MT 59840-2703

Dear Colleague:

Congratulations on your award from the Office of Justice Programs (OJP).You now have immediate access to your grant funds through the use of the Phone Activated Paperless Request System (PAPRS) which is activated through the use of a touch tone phone. Just pick up your telephone and dial 1-800-879-4513 to access the PAPRS system.

Your OJP vendor number is 816001418. Your password/PIN for the system is 7445. Your organization will use these numbers for all of the grants listed on the enclosure. The enclosure lists all grant awards for your organization, and includes a separate grant identification number (Grant ID) for each award. You will receive a new Grant ID for each subsequent grant awarded through OJP. The vendor number and passwords will remain the same.

The vendor number, password, and all grant ID numbers are to be given only to authorized person(s) of your staff and not given to subrecipients. Your organization, as the grantee of record with OJP, is solely responsible for the security of these access codes. The individual(s) you authorize to access your funds through PAPRS will need to have access to all of these numbers, and must understand the need for security of them. Please be advised that any violation of the security of your password may result in the termination of your grant(s) with OJP.

If you have not already done so, please complete and return to us the enclosed Automated Clearing House (ACH) Enrollment Form. You should complete the Payee/Company section of the form, and have your bank complete the Financial Institution Section. Through the combined use of PAPRS and ACH, approved drawdowns will be deposited directly into your financial institution account.

If you experience any problems obtaining funds, or if you have questions concerning any financial aspect of your award, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786 or ask.oc@usdoj.gov.

Sincerely,

Darlene Mongelli

Darlene Mongelli, Manager
OC Customer Service Branch

Enclosures

Vendor name: Ravalli County Commissioners

Vendor number: 816001418

Grant number	Grant ID
2004WEAX0040	079450
2005DJBX0835	083276
2006DJBX0804	088683
2007DJBX0239	100484