LIVABLE COMMUNITIES GRANTS

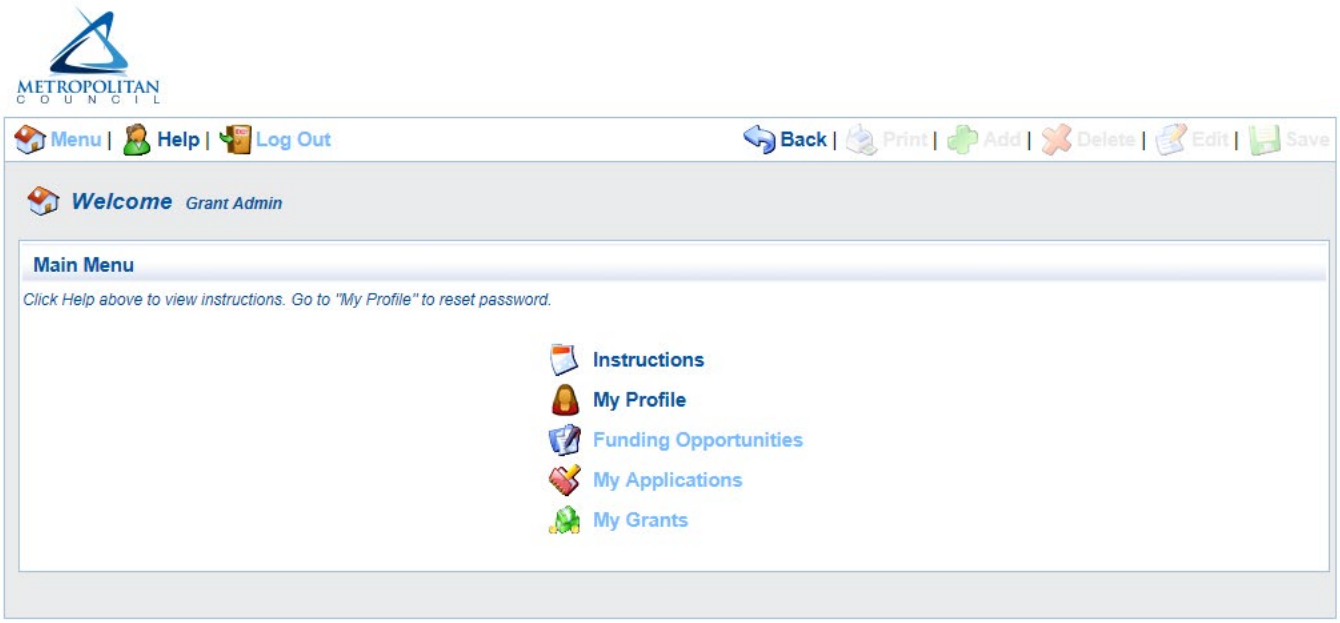
Using WebGrants to administer your grant

The Met Council expects Livable Communities grantees to administer their grants online via WebGrants, the Met Council's online grants management system. The lone exception, the application process for Local Housing Incentives Account multi-family grants, is administered through the Super RFP process of the Minnesota Public Housing Authority (MPHA).

The grant administration software module collects all key details of the grant in one convenient place. After your grant has been awarded, you will be able to access the grant to submit payment requests (using the ***Claims*** form) and submit or review status reports (using the ***Status Reports*** form).

The first few steps to access outcomes, claims, and status reports are the same, and subsequent steps are similar.

This is the main menu:



My Profile allows you to update your contact information. Please keep that current.

Funding Opportunities allows you to search for upcoming funding rounds and create applications.

My Applications allows you access to past applications you have withdrawn or that were not funded by the Met Council, as well as current applications. Once you submit an application, you may not access it again unless we negotiate it back to you for correction.

My Grants allows access to all of the grants for which you have been named as a primary or additional contact. This is not the same thing as having been identified deeper in the application as a contact during the application phase, which refers to your name being cited on the ***General***

Information page in the application. City staffers do not *automatically* have access to all their city's grants. Each person must be named on the General Information form. See [*http://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA/Collaborating-in-WebGrants.aspx*](http://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA/Collaborating-in-WebGrants.aspx) for a refresher on this topic, or to contact Livable Communities staff for help.

When you click on *My Grants*, you will be presented with a list of all the grants for which you have been named as a contact.

Click on the title of the grant you wish to access, as highlighted in yellow, below.

These are the forms that authorized contacts may see for their grants. Click on any of the links in the yellow highlighted area to proceed.

METROPOLITAN COUNCIL

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: SG2014-105 - City of Lakes Community Land Trust - 2014

Status: Underway
Program Area: LHIA
Grantee Organization: MINNEAPOLIS,CITY OF
Program Officer: Linda K Milashius
Awarded Amount: $150,000.00

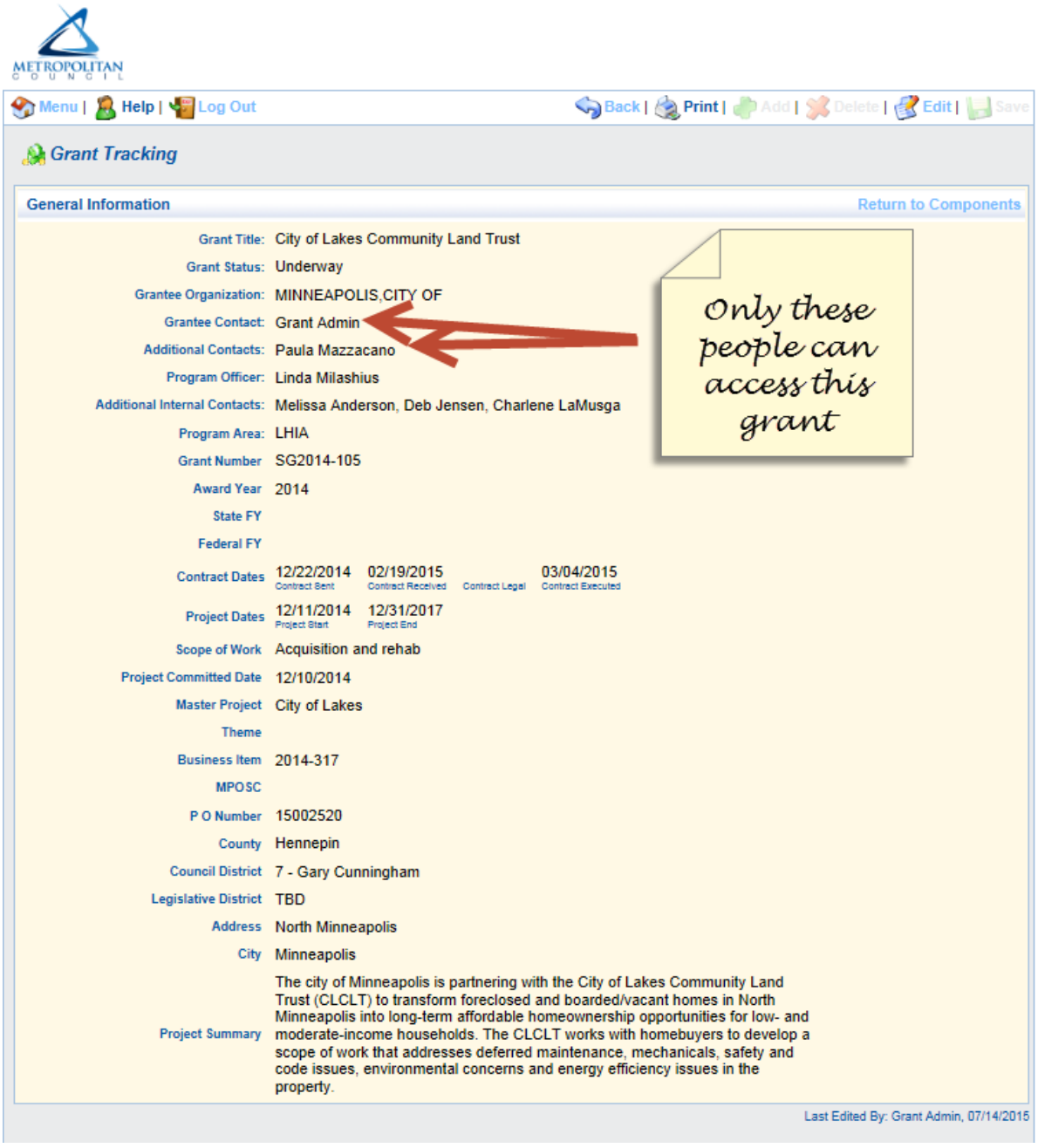
Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	07/14/2015
Grants/Amendments Memo	
Status Reports	
Claims	
LCA Outcomes	04/07/2015
Opportunity	-

Using the General Information tab

The ***General Information*** tab displays the basic details of your grant, including when it was executed, when it expires, the date it was awarded, the Met Council business item number, project summary, and the names of people authorized to access it. Grantees always have the right to change access for users. *See the instructions on how to change authorized contacts*.

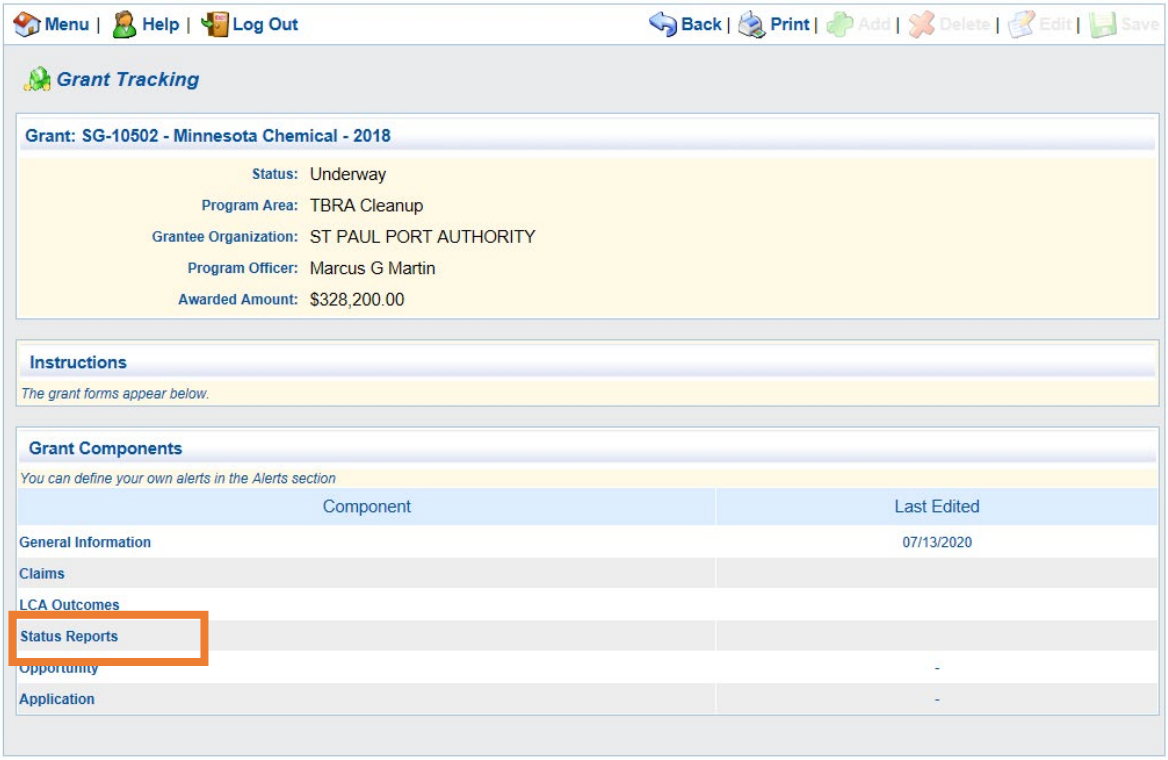


The next link, ***Grants/Amendments Memo*** is not used.

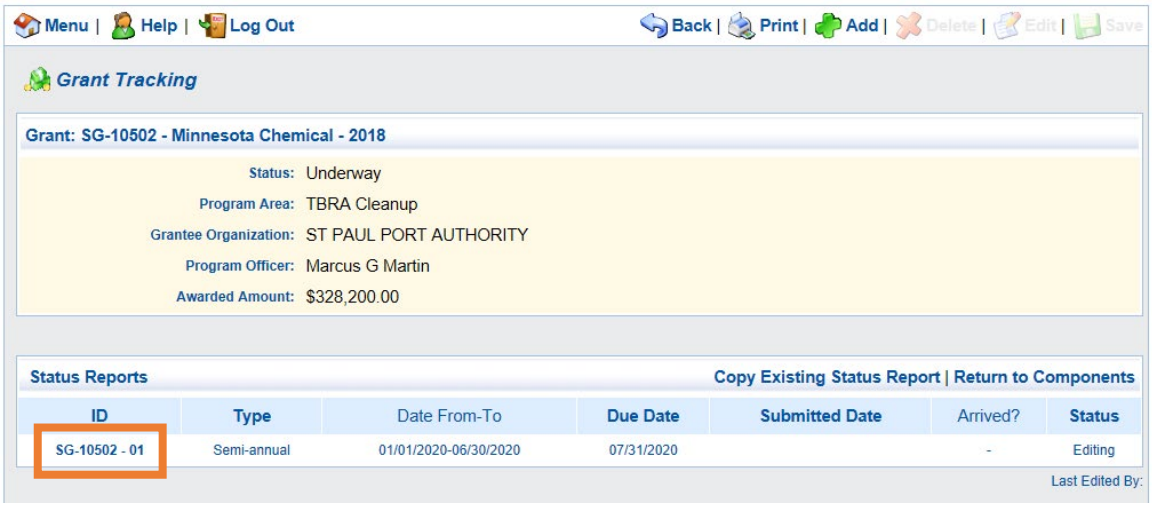
Status reports

We recommend using Microsoft Edge browser to submit status reports. People have reported issues when submitting forms using Chrome browser.

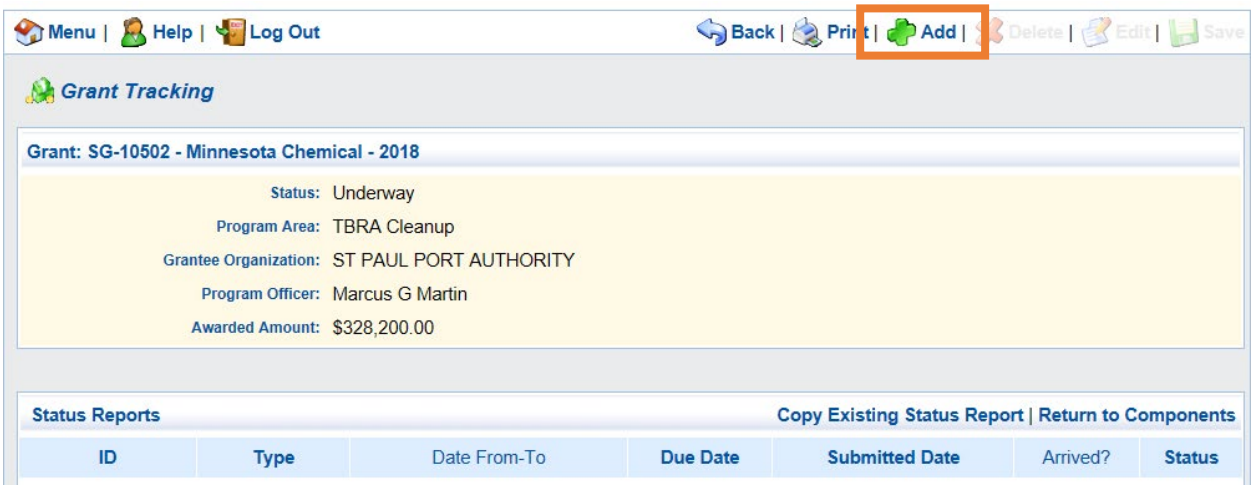
1. Sign into WebGrants, click “My Grants” and select a grant to submit a status report. Select “Status Reports.”



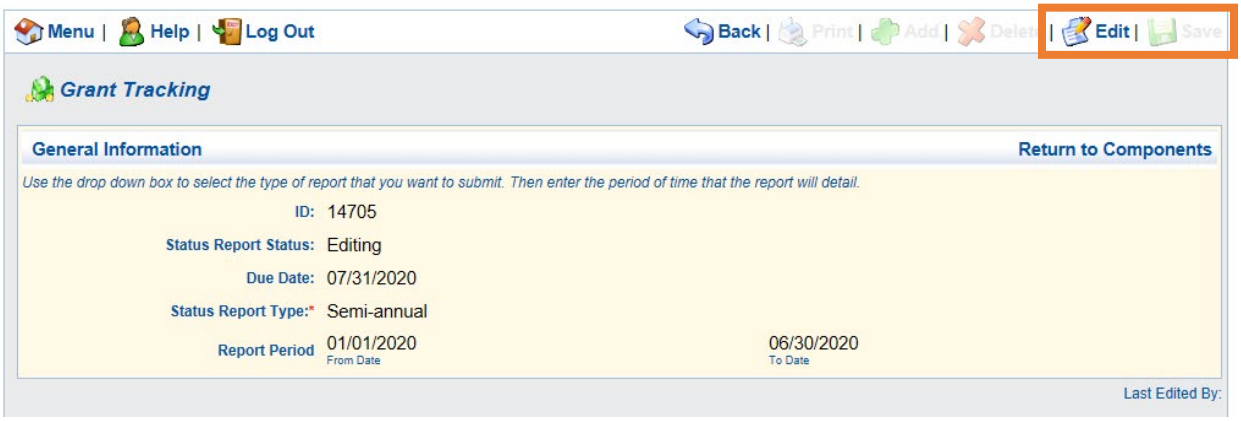
2. Select corresponding ID if a status report for the correct Due Date has already been created in the system.



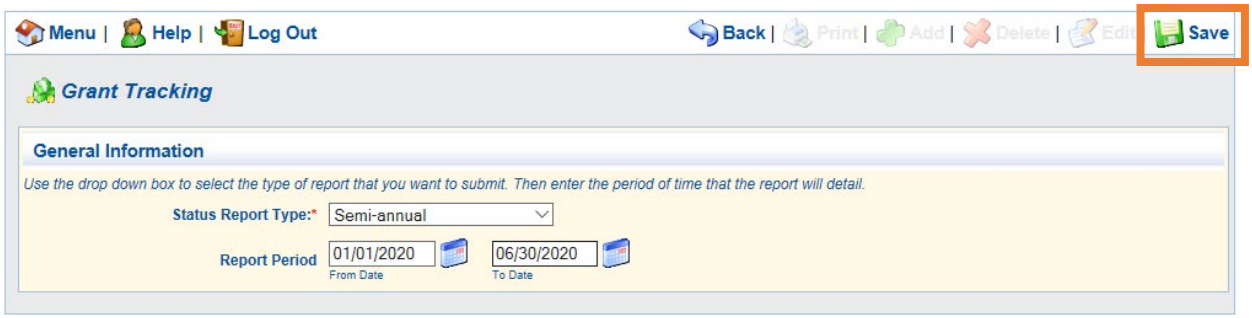
Select “Add” at the top of the screen if the correct status report for the correct Due Date has not been created.



3. If you selected a report that was already created in the previous step, click “General Information” and verify the dates are correct. Click “Edit” at the top of the screen to edit dates. Click “Save” when finished editing.

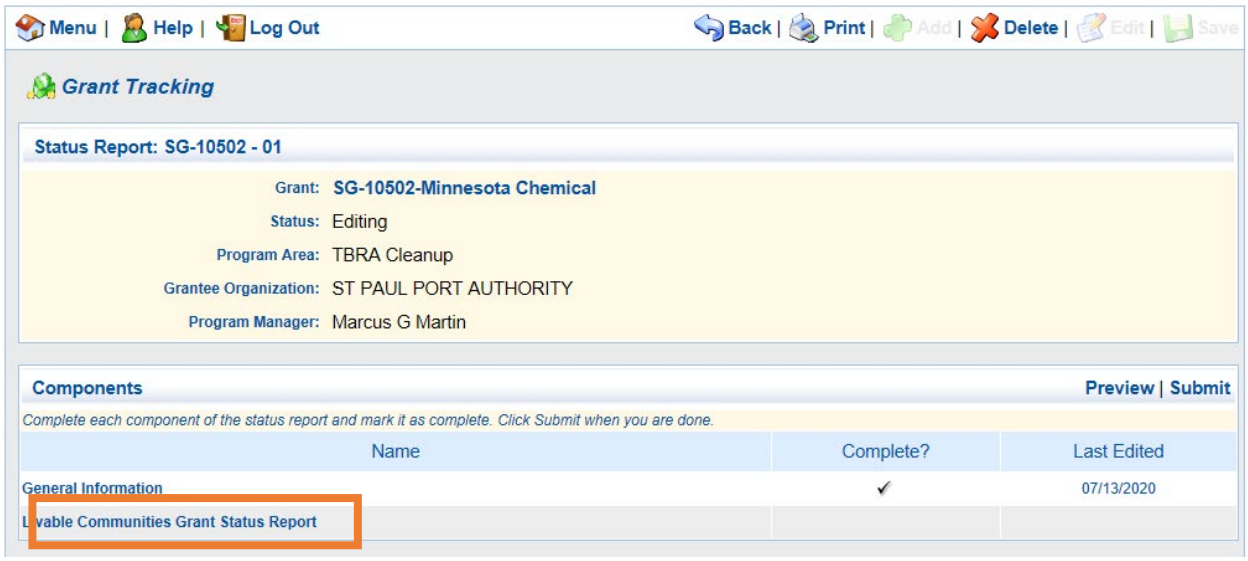


If you added a new report in the previous step, you will be taken directly to the “General Information” screen. Select the “Semi-annual” option from the Status Report Type dropdown menu and enter the dates for the reporting period. Click “Save” when finished.

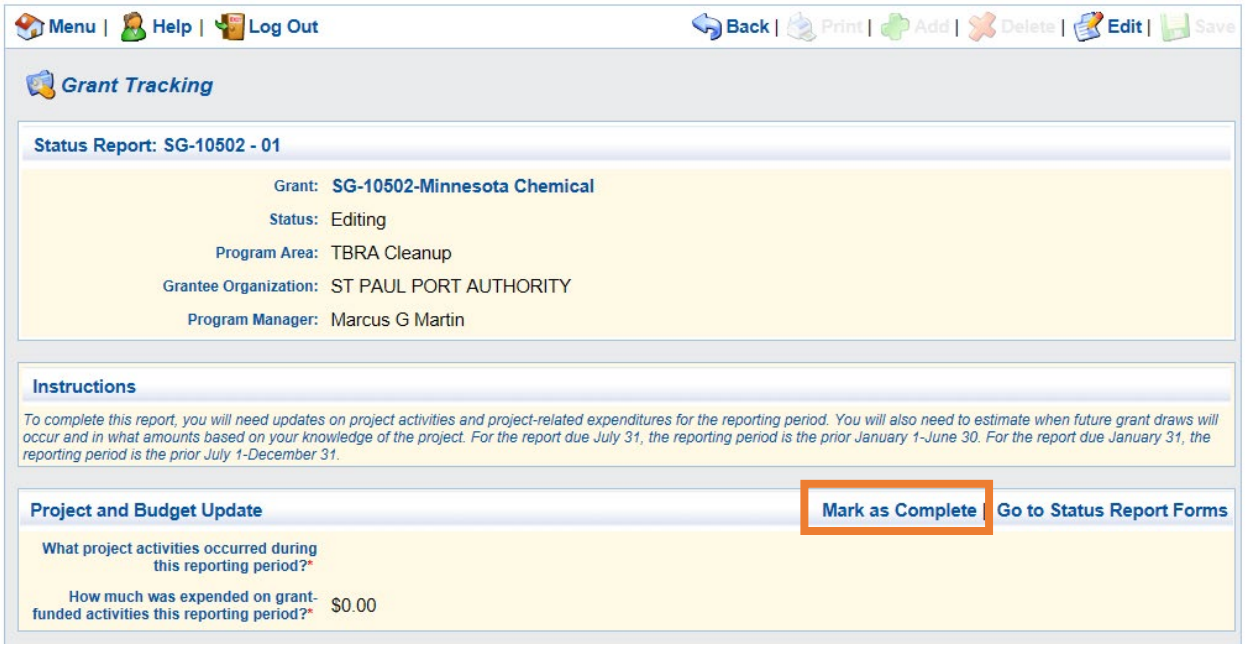


4. Select “Return to Components.”

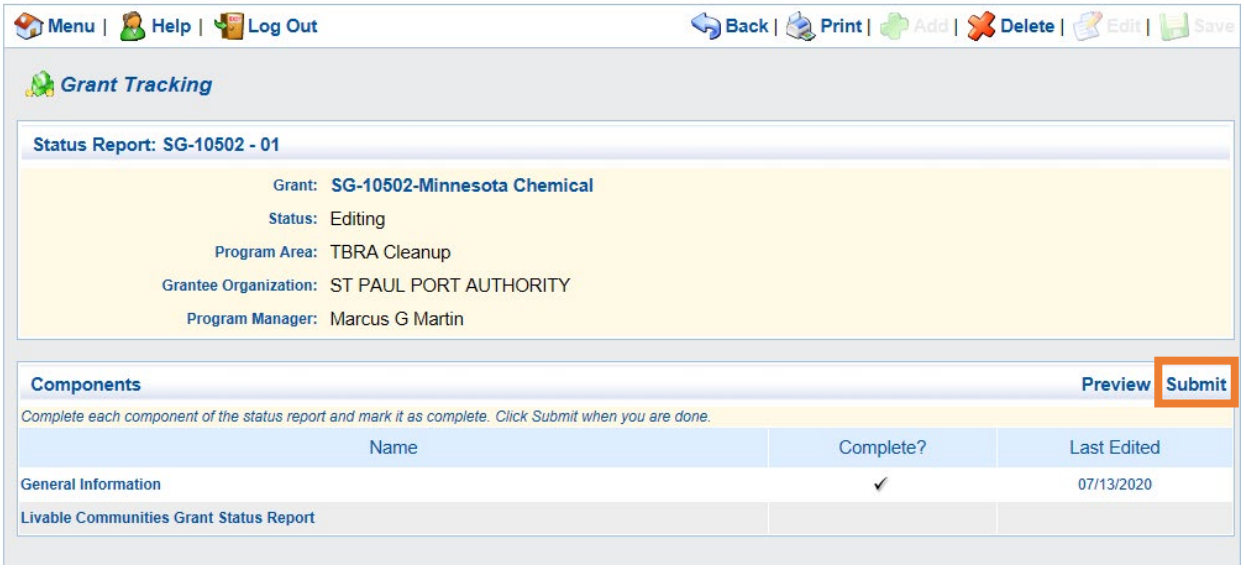
5. Select “Livable Communities Grant Status Report.”



6. Begin answering all required questions in the status report. Click “Save” at the top of the screen when finished editing. Clicking “save” does not submit the report. You can return later to continue editing.
7. Click “Mark as Complete” when finished editing.



8. On the next screen, click “Submit.”

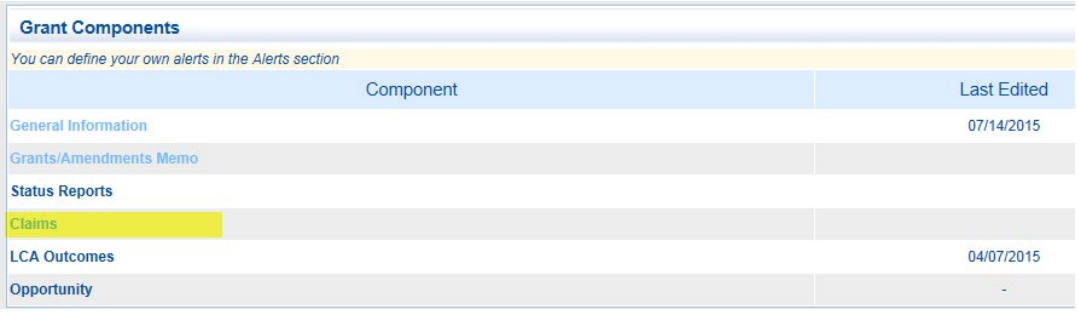


Payment requests

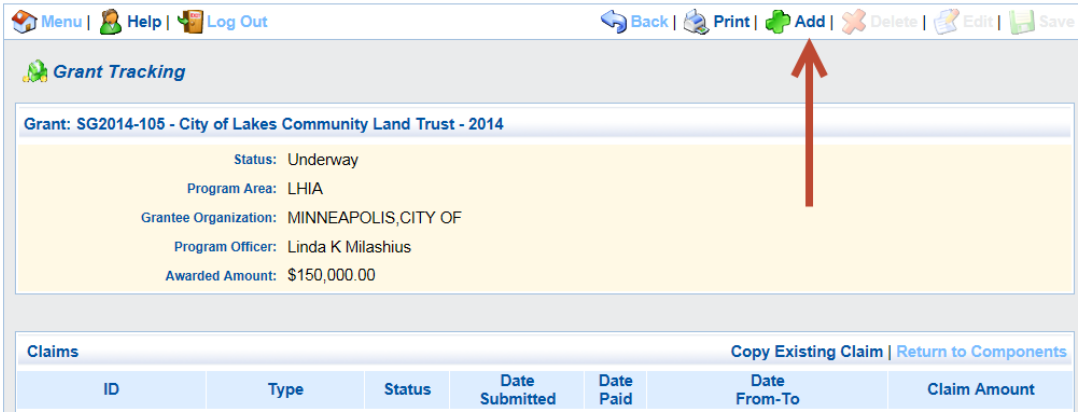
The WebGrants software refers to payment requests as “claims.”

Important note: Have all of your *claims documentation prepared* and ready to upload into WebGrants.

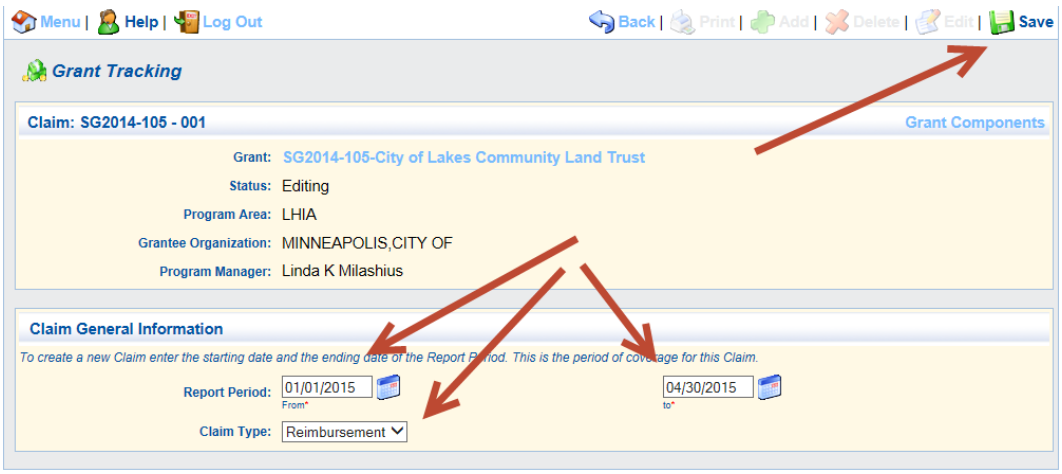
Start by clicking on ***Claims.***



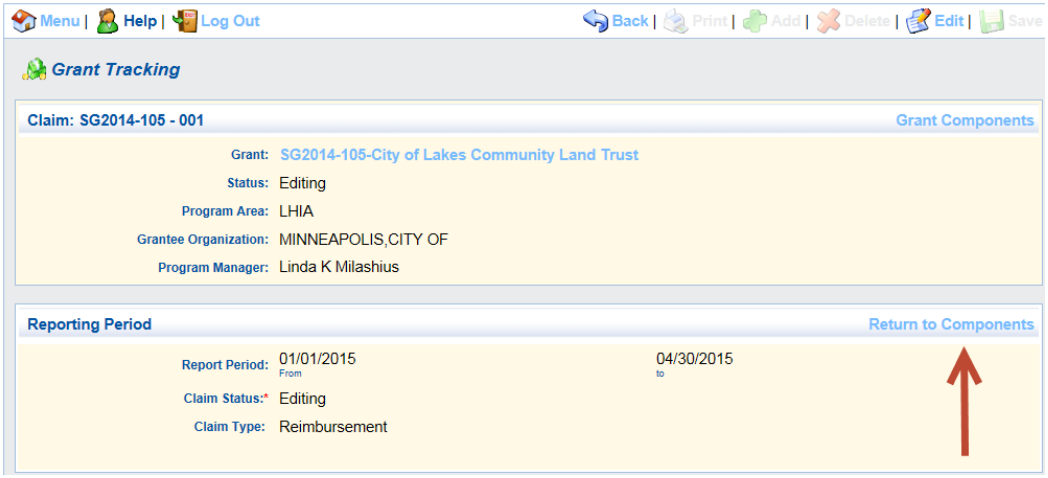
Click on ***Add.***



Enter the date period covered by this claim, select “reimbursement” as the *Claim type*, and then click *Save*.

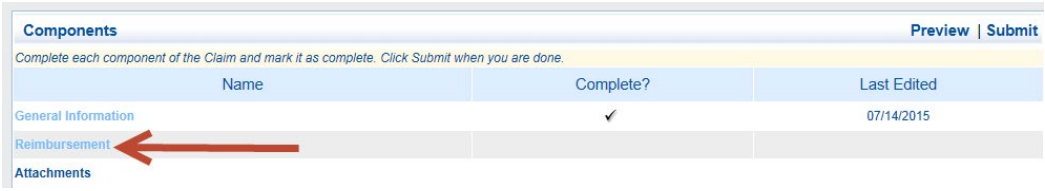


Here's the tricky part: click on *Return to Components*.

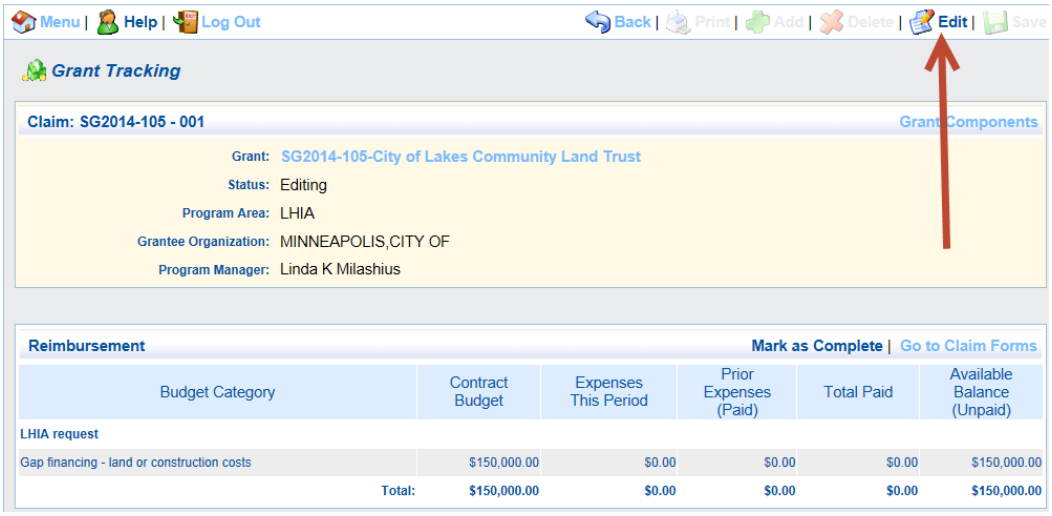


In this case, the 'components' are the separate elements of the claim itself.

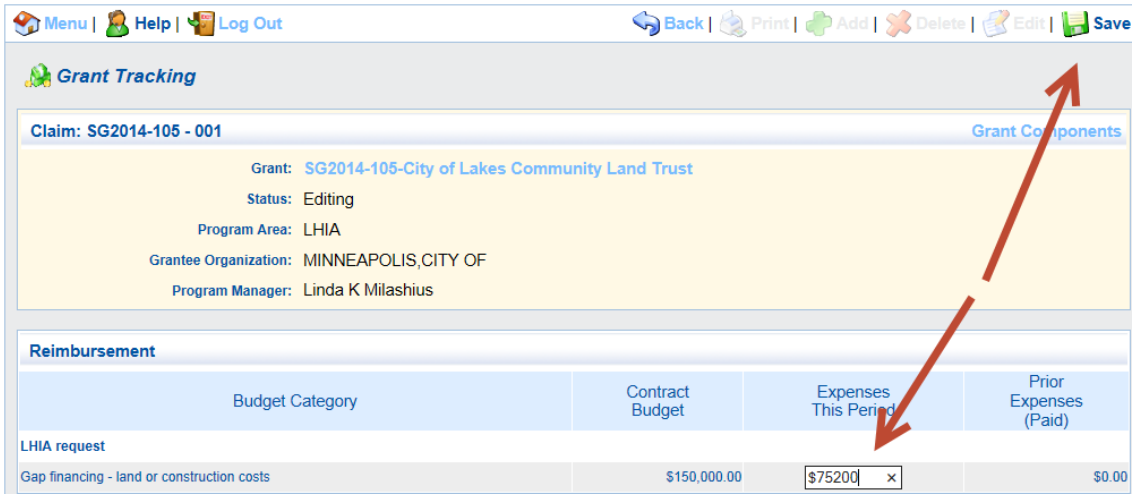
Click on *Reimbursement*.



Each of the line items awarded for your grant will be displayed. In this example, there is only one line item (all LHIA and nearly all TBRA grants will have only one budget line item). For LCDA Development and LCDA-TOD Development grants, however, there may be several line items. This is the screen that allows you to draw down from the pertinent grant line in your grant. Click on ***Edit***.

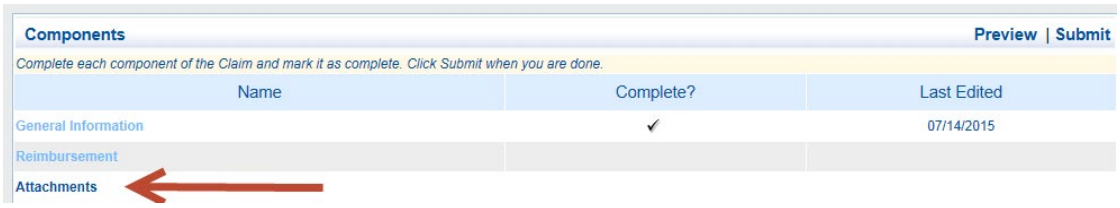


Enter the amount in the appropriate field for each budget line item. When complete, click ***Save.***

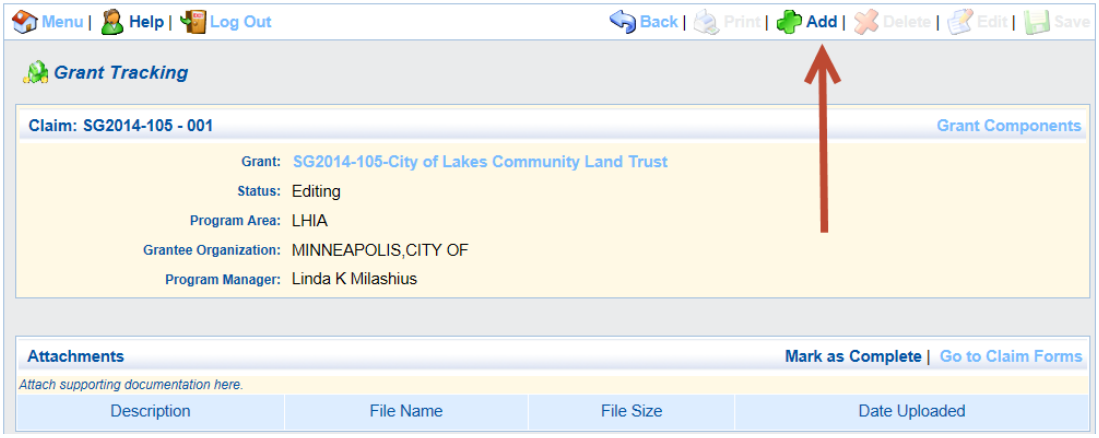


After the record saves, the software will display the amount claimed for each line item in this period, as well as the balance available for each line item. Click on ***Mark as Complete*** if the amounts are represented correctly. Click on ***Edit*** to change or correct the record.

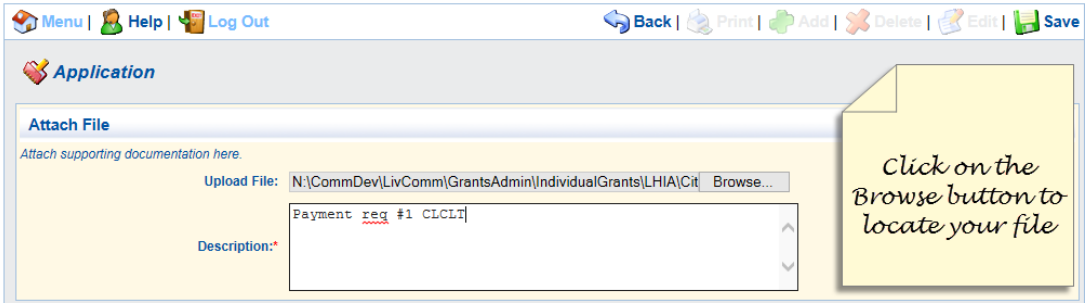
As soon as you mark the record complete, you will return to the list of claims components, where you can upload attachments to support your claim.



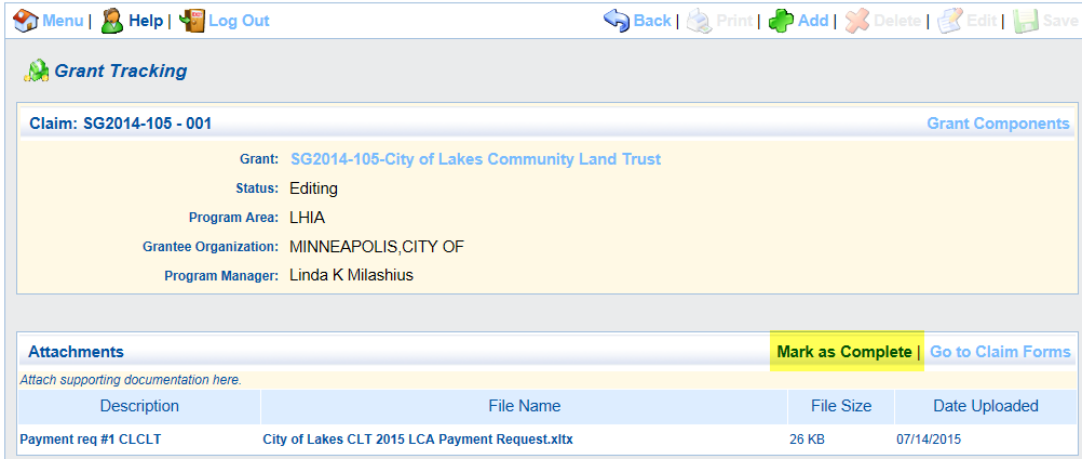
Follow the next set of steps for each attachment. Met Council staff appreciates receiving only one attachment, *prepared in accordance with the instructions found earlier in this packet*. Click on ***Add*** to begin.



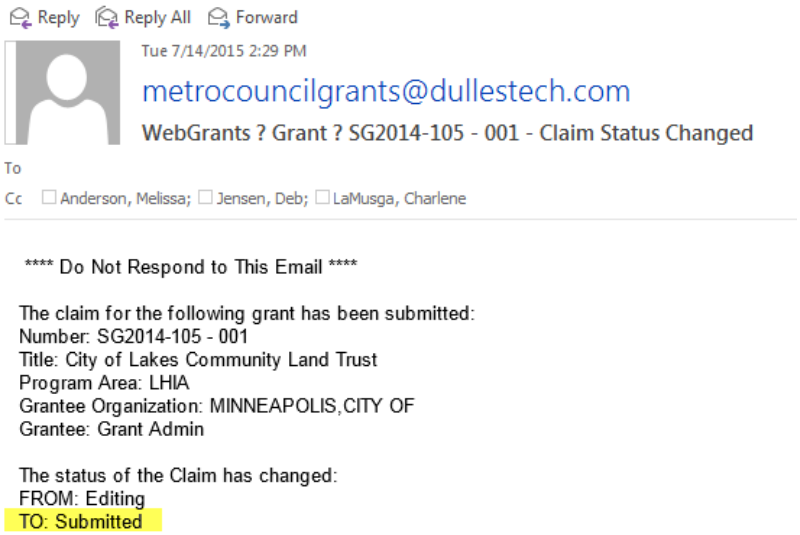
You will be taken to a standard file upload screen. Click on the ***Browse*** button to locate and upload your documents.



Click on ***Mark as Complete*** if this upload completes your payment documentation. Repeat the process if you need to upload more.



Click on ***Preview*** to check your entries. Click on ***Submit*** to send the payment request to the Met Council. Within a few minutes, the WebGrants system will notify Met Council staff that your payment request has been submitted.



Reply Reply All Forward

Tue 7/14/2015 2:29 PM

metrocouncilgrants@dullestech.com

WebGrants ? Grant ? SG2014-105 - 001 - Claim Status Changed

To

Cc Anderson, Melissa; Jensen, Deb; LaMusga, Charlene

**** Do Not Respond to This Email ****

The claim for the following grant has been submitted:
Number: SG2014-105 - 001
Title: City of Lakes Community Land Trust
Program Area: LHIA
Grantee Organization: MINNEAPOLIS,CITY OF
Grantee: Grant Admin

The status of the Claim has changed:
FROM: Editing
TO: Submitted

The WebGrants system will send you an email alerting you that your payment request has been approved.