

LIVABLE COMMUNITIES GRANTS

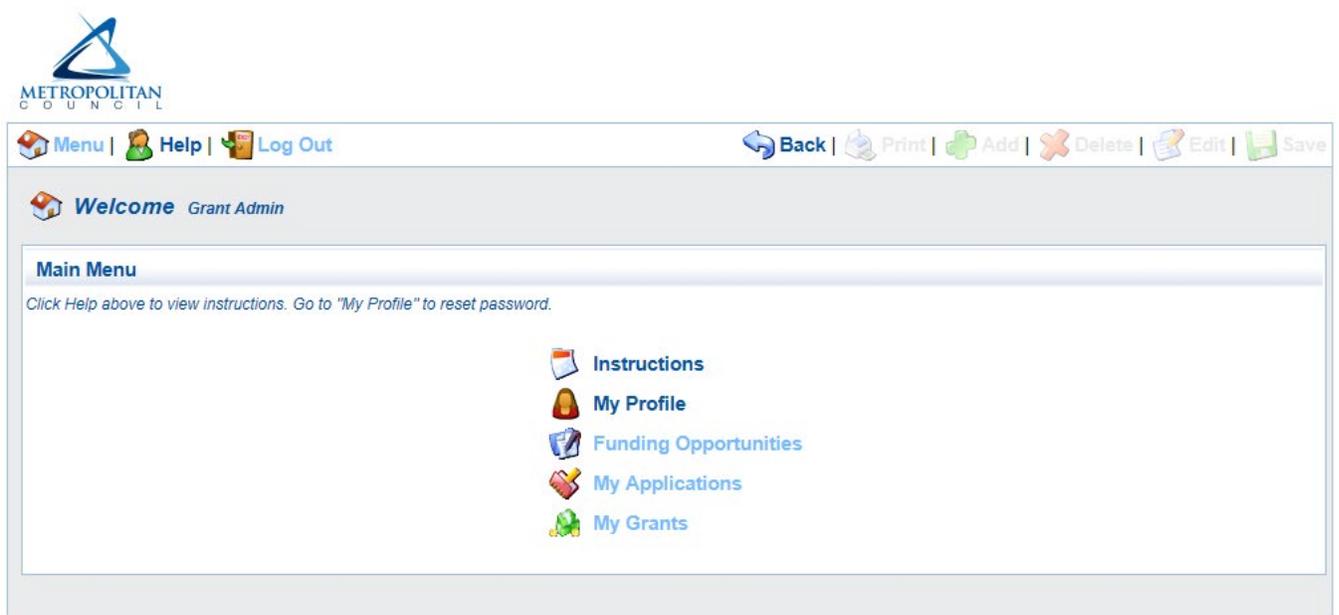
Using WebGrants to administer your grant

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My Applications allows you access to past applications you have withdrawn or that were not funded by the Met Council, as well as current applications.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://metro council.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.



The screenshot shows the Metropolitan Council Grant Tracking application. At the top left is the Metropolitan Council logo. Below it is a navigation bar with links for Menu, Help, and Log Out. To the right of the navigation bar are icons for Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Grant Tracking" and contains a table of grants. The table has columns for ID, Status, Year, Title, Program Area, Grant Administrator, and Grant Amount. The first row of data is highlighted in yellow, showing a grant with ID SG2014-105, Status Underway, Year 2014, Title City of Lakes Community Land Trust, Program Area LHIA, Grant Administrator Linda Milashius, and Grant Amount \$150,000.00. Above the table, there are links for "Current Grants" and "Closed Grants | Claims". A note below the links states: "Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link."

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
SG2014-105	Underway	2014	City of Lakes Community Land Trust	LHIA	Linda Milashius	\$150,000.00

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.

 **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

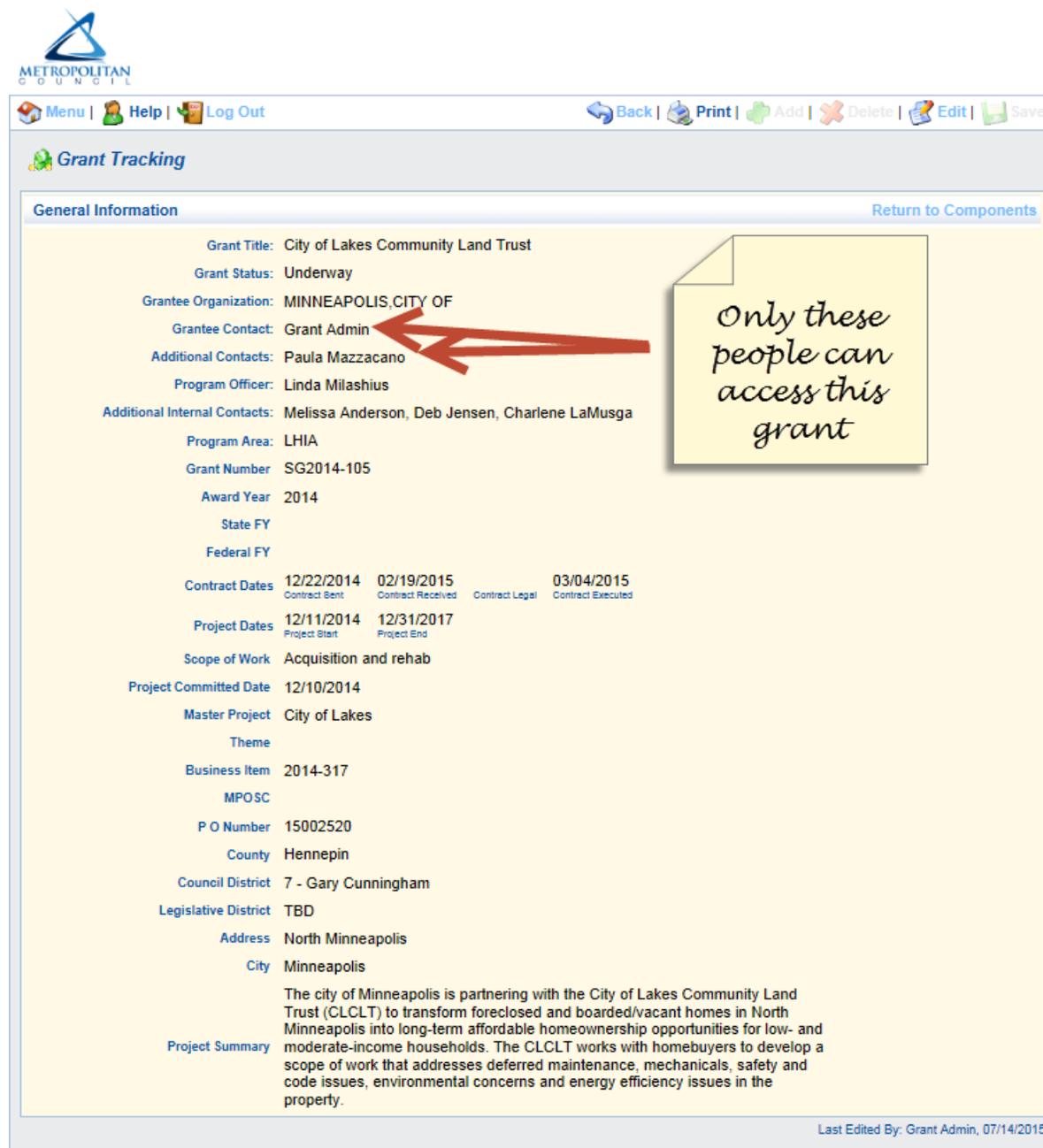
Grant Components

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 screenshot shows the Metropolitan Council Grant Tracking interface. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Grant Tracking' header with a 'Return to Components' link. The main content area is titled 'General Information' and contains the following details:

- Grant Title: City of Lakes Community Land Trust
- Grant Status: Underway
- Grantee Organization: MINNEAPOLIS, CITY OF
- Grantee Contact: Grant Admin
- Additional Contacts: Paula Mazzacano
- Program Officer: Linda Milashius
- Additional Internal Contacts: Melissa Anderson, Deb Jensen, Charlene LaMusga
- Program Area: LHIA
- Grant Number: SG2014-105
- Award Year: 2014
- State FY: [blank]
- Federal FY: [blank]
- Contract Dates: 12/22/2014 (Contract Sent), 02/19/2015 (Contract Received), 03/04/2015 (Contract Executed)
- Project Dates: 12/11/2014 (Project Start), 12/31/2017 (Project End)
- Scope of Work: Acquisition and rehab
- Project Committed Date: 12/10/2014
- Master Project: City of Lakes
- Theme: [blank]
- Business Item: 2014-317
- MPOSC: [blank]
- P O Number: 15002520
- County: Hennepin
- Council District: 7 - Gary Cunningham
- Legislative District: TBD
- Address: North Minneapolis
- City: Minneapolis
- Project Summary: The city of Minneapolis is partnering with the City of Lakes Community Land Trust (CLCLT) to transform foreclosed and boarded/vacant homes in North Minneapolis into long-term affordable homeownership opportunities for low- and moderate-income households. The CLCLT works with homebuyers to develop a scope of work that addresses deferred maintenance, mechanicals, safety and code issues, environmental concerns and energy efficiency issues in the property.

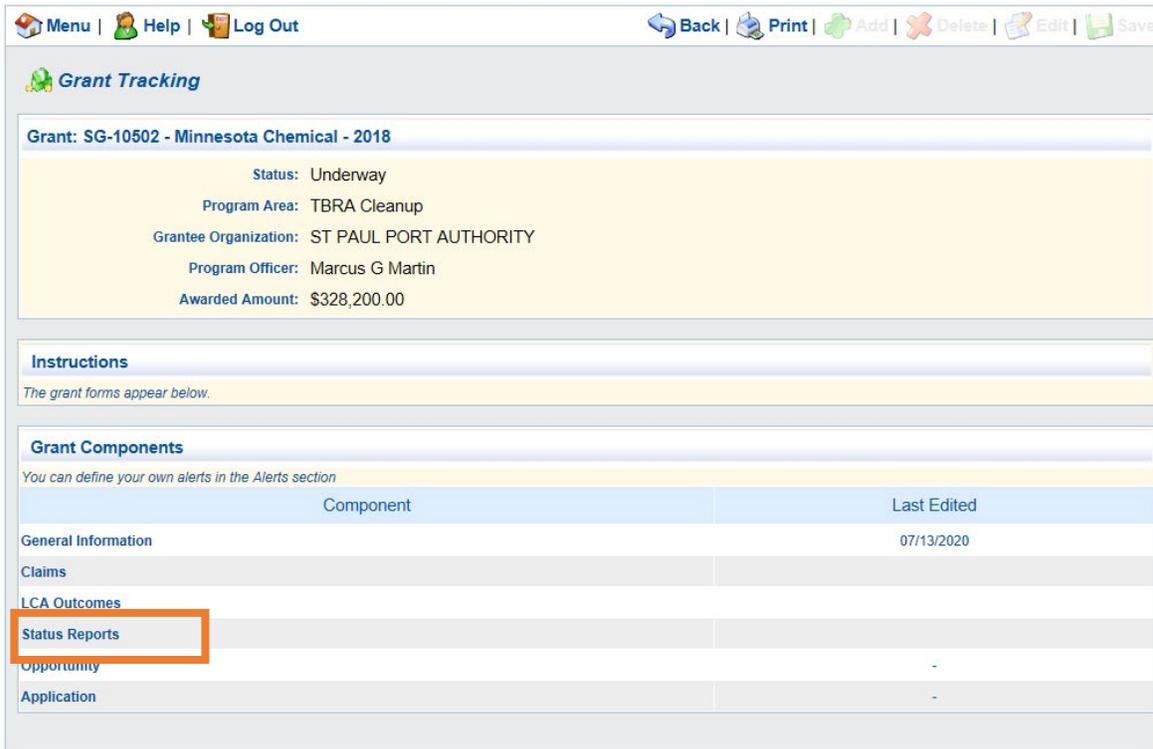
A red arrow points from a yellow sticky note to the 'Grantee Contact' field. The sticky note contains the text: 'Only these people can access this grant'. At the bottom right of the page, it says 'Last Edited By: Grant Admin, 07/14/2015'.

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.”



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

Grant Tracking

Grant: SG-10502 - Minnesota Chemical - 2018

Status: Underway
Program Area: TBRA Cleanup
Grantee Organization: ST PAUL PORT AUTHORITY
Program Officer: Marcus G Martin
Awarded Amount: \$328,200.00

Instructions

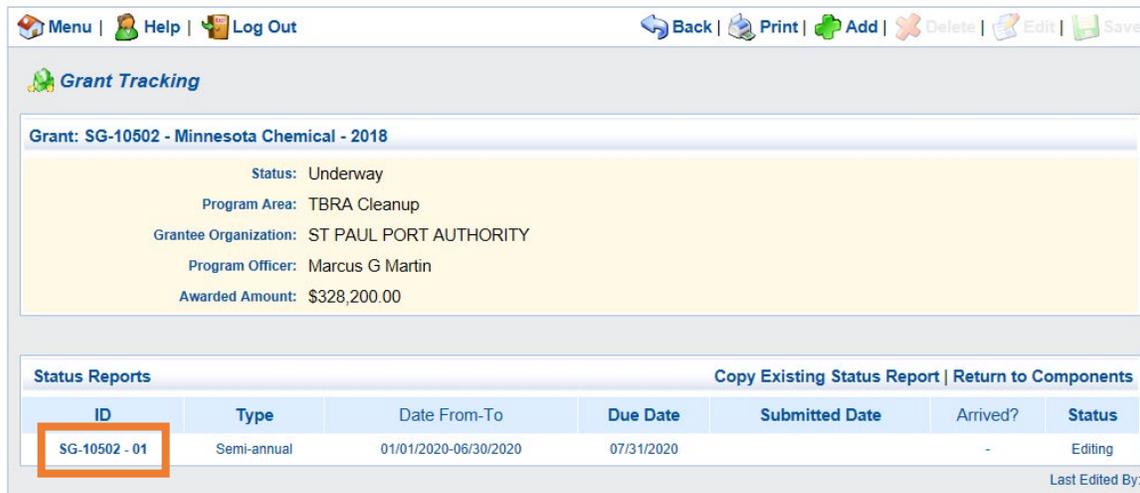
The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	07/13/2020
Claims	
LCA Outcomes	
Status Reports	
Opportunity	-
Application	-

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



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

Grant Tracking

Grant: SG-10502 - Minnesota Chemical - 2018

Status: Underway
Program Area: TBRA Cleanup
Grantee Organization: ST PAUL PORT AUTHORITY
Program Officer: Marcus G Martin
Awarded Amount: \$328,200.00

Status Reports

Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
SG-10502 - 01	Semi-annual	01/01/2020-06/30/2020	07/31/2020		-	Editing

Last Edited By:

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

The screenshot shows the top navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is highlighted with an orange box. Below the navigation bar is the 'Grant Tracking' header. The main content area displays 'Grant: SG-10502 - Minnesota Chemical - 2018' with the following details: Status: Underway, Program Area: TBRA Cleanup, Grantee Organization: ST PAUL PORT AUTHORITY, Program Officer: Marcus G Martin, and Awarded Amount: \$328,200.00. At the bottom, there is a 'Status Reports' section with a table header and a 'Copy Existing Status Report | Return to Components' link.

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
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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.

The screenshot shows the top navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Edit' button is highlighted with an orange box. Below the navigation bar is the 'Grant Tracking' header. The main content area displays 'General Information' with a 'Return to Components' link. A note reads: 'Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.' The details shown are: ID: 14705, Status Report Status: Editing, Due Date: 07/31/2020, Status Report Type: Semi-annual, and Report Period: 01/01/2020 (From Date) to 06/30/2020 (To Date). The text 'Last Edited By:' is visible at the bottom right.

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.

The screenshot shows the top navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Save' button is highlighted with an orange box. Below the navigation bar is the 'Grant Tracking' header. The main content area displays 'General Information' with a 'Return to Components' link. A note reads: 'Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.' The details shown are: Status Report Type: Semi-annual (selected in a dropdown menu), and Report Period: 01/01/2020 (From Date) to 06/30/2020 (To Date).

4. Select "Return to Components."

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

Grant Tracking

General Information [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 14705
Status Report Status: Editing
Due Date: 07/31/2020
Status Report Type: Semi-annual
Report Period: 01/01/2020 (From Date) to 06/30/2020 (To Date)

Last Edited By: Grant Admin, 07/13/2020

5. Select "Livable Communities Grant Status Report."

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

Grant Tracking

Status Report: SG-10502 - 01

Grant: **SG-10502-Minnesota Chemical**
Status: Editing
Program Area: TBRA Cleanup
Grantee Organization: ST PAUL PORT AUTHORITY
Program Manager: Marcus G Martin

Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/13/2020
Livable Communities Grant Status Report		

- 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.
- Click “Mark as Complete” when finished editing.

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

Grant Tracking

Status Report: SG-10502 - 01

Grant: **SG-10502-Minnesota Chemical**
 Status: Editing
 Program Area: TBRA Cleanup
 Grantee Organization: ST PAUL PORT AUTHORITY
 Program Manager: Marcus G Martin

Instructions

To complete this report, you will need updates on project activities and project-related expenditures for the reporting period. You will also need to estimate when future grant draws will occur and in what amounts based on your knowledge of the project. For the report due July 31, the reporting period is the prior January 1-June 30. For the report due January 31, the reporting period is the prior July 1-December 31.

Project and Budget Update **Mark as Complete** **Go to Status Report Forms**

What project activities occurred during this reporting period?*

How much was expended on grant-funded activities this reporting period?* \$0.00

- On the next screen, click “Submit.”

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

Grant Tracking

Status Report: SG-10502 - 01

Grant: **SG-10502-Minnesota Chemical**
 Status: Editing
 Program Area: TBRA Cleanup
 Grantee Organization: ST PAUL PORT AUTHORITY
 Program Manager: Marcus G Martin

Components **Preview** **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/13/2020
Livable Communities Grant Status Report		

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**.

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	-

Click on **Add**.

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

Claims Copy Existing Claim | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
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Enter the date period covered by this claim, select “reimbursement” as the *Claim type*, and then click **Save**.

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

Grant Tracking

Claim: SG2014-105 - 001 Grant Components

Grant: SG2014-105-City of Lakes Community Land Trust
Status: Editing
Program Area: LHIA
Grantee Organization: MINNEAPOLIS,CITY OF
Program Manager: Linda K Milashius

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Report Period: From* to*

Claim Type:

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

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

Grant Tracking

Claim: SG2014-105 - 001 Grant Components

Grant: SG2014-105-City of Lakes Community Land Trust
 Status: Editing
 Program Area: LHIA
 Grantee Organization: MINNEAPOLIS, CITY OF
 Program Manager: Linda K Milashius

Reporting Period Return to Components

Report Period: 01/01/2015 04/30/2015
From to

Claim Status: Editing
 Claim Type: Reimbursement



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

Click on *Reimbursement*.

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/14/2015
Reimbursement		
Attachments		



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*.

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

Grant Tracking

Claim: SG2014-105 - 001 Grant Components

Grant: SG2014-105-City of Lakes Community Land Trust
 Status: Editing
 Program Area: LHIA
 Grantee Organization: MINNEAPOLIS, CITY OF
 Program Manager: Linda K Milashius

Reimbursement Mark as Complete | Go to Claim Forms

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
LHIA request					
Gap financing - land or construction costs	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00
Total:	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00



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

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

Grant Tracking

Claim: SG2014-105 - 001 [Grant Components](#)

Grant: SG2014-105-City of Lakes Community Land Trust
 Status: Editing
 Program Area: LHIA
 Grantee Organization: MINNEAPOLIS,CITY OF
 Program Manager: Linda K Milashius

Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)
LHIA request			
Gap financing - land or construction costs	\$150,000.00	\$75,200.00	\$0.00

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.

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

Grant Tracking

Claim: SG2014-105 - 001 [Grant Components](#)

Grant: SG2014-105-City of Lakes Community Land Trust
 Status: Editing
 Program Area: LHIA
 Grantee Organization: MINNEAPOLIS,CITY OF
 Program Manager: Linda K Milashius

Reimbursement [Mark as Complete](#) | [Go to Claim Forms](#)

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
LHIA request					
Gap financing - land or construction costs	\$150,000.00	\$75,200.00	\$0.00	\$75,200.00	\$74,800.00
Total:	\$150,000.00	\$75,200.00	\$0.00	\$75,200.00	\$74,800.00

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.

Components [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	07/14/2015
Reimbursement		
Attachments		

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.

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Add' button is highlighted with a red arrow. Below the navigation bar, the 'Grant Components' section displays the following information:

- Claim: SG2014-105 - 001
- Grant: SG2014-105-City of Lakes Community Land Trust
- Status: Editing
- Program Area: LHIA
- Grantee Organization: MINNEAPOLIS,CITY OF
- Program Manager: Linda K Milashius

Below the 'Grant Components' section is the 'Attachments' section, which includes a 'Mark as Complete' button and a 'Go to Claim Forms' button. The 'Attachments' table is currently empty.

Description	File Name	File Size	Date Uploaded
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You will be taken to a standard file upload screen. Click on the **Browse** button to locate and upload your documents.

The screenshot shows the 'Attach File' screen. It features a navigation bar at the top with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. The 'Attach File' section includes the following fields:

- Upload File: N:\CommDev\LivComm\GrantsAdmin\IndividualGrants\LHIA\Cit\ Browse...
- Description: Payment req #1 CLCLT

A yellow sticky note with the text "Click on the Browse button to locate your file" is placed over the 'Browse...' button.

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

The screenshot shows the 'Grant Tracking' interface after the file upload. The 'Attachments' section now contains one entry:

Description	File Name	File Size	Date Uploaded
Payment req #1 CLCLT	City of Lakes CLT 2015 LCA Payment Request.xlsx	26 KB	07/14/2015

The 'Mark as Complete' button is highlighted in yellow.

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.