



Project Requirements

Theresa Cain
Manager, Commuter Programs
Metro Transit

Role of the Council Project Manager

To work with Sub Recipient to facilitate understanding of Council procedures and policies as they relate to the Sub Recipient Agreement throughout the grant period.

Creates sub recipient agreement and follows document through final execution.

- Responsible for initiation of agreement and Council procedure.
- Helps negotiate any potential issues in agreement language.
- Explains attachments to the agreement.
- Ensures that the documents are executed by both parties.

Serves as a liaison between Sub Recipient and Council.

- Assists with potential procurement issues or questions.
- Reviews and submits invoices for payment.
- Provides help and information regarding other resources available to the Sub Recipient.
- Explains and facilitates federal reporting requirements.