

Summary of Grant Process and Activity

Grants Management Staff	Grants Manager reports to the General Manager.
Fund Availability Application Process	<p>Grant management staff monitors availability of grant funds. This includes the federal appropriations and other grants that are made available. Grants manager and budget staff work together to project the amount of grant funds that will be available for each year and use these projections in the generation of the Capital Improvement Program (CIP), which is submitted for review and approval by the Metropolitan Council.</p> <p>The CIP is used to generate a list of Transportation Improvement Program (TIP) projects that is submitted to the Metropolitan Planning Organization (MPO) Transportation Advisory Board (TAB) for review and approval. The TIP is then included in the State Transportation Improvement Program (STIP).</p> <ol style="list-style-type: none"> 1. Projects must be in the approved CIP. 2. Projects for federal funding must be listed in the current year of the TIP/STIP as required and if not, the appropriate amendment process must be followed through the MPO Transportation Advisory Board. 3. The Finance unit requests authorization of the federal and local funds in the annual budget and the authorization of the general manager to execute the award when received. 4. Grants management staff completes all grant applications. FTA applications are submitted in the TEAM system for formula, discretionary, flex and other FTA funds that are made available such as JARC, emergency preparedness and ITS/research. <ul style="list-style-type: none"> <input type="checkbox"/> For all applications, Grants management staff and Project Manager(s) work to finalize project description, milestones, environmental concerns and documentation, and budget detail using the internal application form provided by Grants. <input type="checkbox"/> Grants management staff enters the application into TEAM or assists with the completion of paper forms. <input type="checkbox"/> Grants Manager PINs for submission in TEAM or signs paper grants applications for non-TEAM submissions. <p>FTA or other funding sources reviews and processes for content and compliance.</p>
Award Receipt	<ol style="list-style-type: none"> 1. Grants Manager checks to make sure the funding is authorized in the Annual Budget. 2. The award document is executed by the General Manager of the transit system in the FTA's TEAM web application for the federal awards, or manually for paper. 3. A Notice of Grant Award (NOGA) is processed by the grant area that sets up the budget in the financial system and identifies pertinent rules, reports and regulations/requirements. It is distributed to project management and financial staff and other staff as needed. It is also posted on the Grants intranet site. 4. Pre-award eligibility (advancing a project with non-federal funds) prior to receipt of the award requires an internal Notice of Grant Award (NOGA) with a pre-award status. It incorporates all necessary authorizations and requirements into the pre-award time frame and is generated by the Grants area. Preaward NOGA is listed on grant intranet. 5. A grant file is setup in the grant management area and includes a copy of all pertinent grant information: <ul style="list-style-type: none"> <input type="checkbox"/> Application preparation material and final application <input type="checkbox"/> Department of Labor Certifications <input type="checkbox"/> Grant agreement <input type="checkbox"/> Amendments <input type="checkbox"/> Revisions <input type="checkbox"/> Reports <input type="checkbox"/> Invoices <input type="checkbox"/> Correspondence <input type="checkbox"/> Sub-Recipient Agreements <input type="checkbox"/> Contract Initiation Memos

<p>Award Administration</p>	<p>Contract Initiation Memos provide project, Finance and Grants staff a tool to review and approve expenditures for allowability and fund availability.</p> <p>Grant status reports provide the information on grant balances needed for expenditure review and approval and for tracking of fund balances.</p> <p>Needed revisions, amendments or approvals are communicated and/or requested through the grants management area to the FTA or other appropriate organization.</p> <p>ECHO draws are initiated and tracked by the grant accountant. Other methods of drawing funds/invoicing are also completed by the grant accountant as specified by the funding source award document.</p> <p>Revenue is recognized in the grant fund as it is received.</p> <p>Subrecipients have processes and regulations flowed through to them and monitored by Council staff, including project manager, Grants unit, Procurement, DBE and Audit.</p>
<p>Reporting</p>	<p>Quarterly Financial reports are completed in TEAM by the grant accountant.</p> <p>Quarterly Milestone Progress Reports are completed by the project managers with the assistance of the grant specialist who submits the information via TEAM.</p> <p>Any special reports required as part of the terms and conditions of the grant are completed as needed</p> <p>Final reports are completed during the close-out process.</p>
<p>Close-out</p>	<ol style="list-style-type: none"> 1. The project manager and grant area monitor projects to appropriately begin close-out. Close-out begins once all work activities under the grant are completed and is completed within the following 90 days. 2. The grant accountant completes a final Financial Status Report in TEAM or on the appropriate agency form for the funding source. 3. Grant accountant completes a final budget revision in TEAM reflecting actual project costs by scope and activity for FTA funds. 4. Project manager with assistance of grant specialist completes a final narrative Milestone Progress Report, including a discussion of each activity line item contained in the final budget and list of equipment purchased under the grant. 5. Grants Manager sends a letter notifying FTA that the grant is ready for close-out, including a request to deobligate any unexpended balance of Federal funds. 6. Any special reports required as part of the terms and conditions of the grant are completed as needed. 7. Internal deactivation of grant in financial systems and recording NOGA as closed on the grants intranet.

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