

# How to submit final Grant Information in the MCEs Customer Portal

1. Go to the following link: [MCEs Customer Portal](#).
2. Sign in if you are a returning user or select “Create Account” if you are a new user. Returning users may also use the “Forgot Password?” link to reset their password.



## Sign In

Sign In      Create Account

Please Sign In Here

Email Address

Password

Forgot Password?

Sign In

3. Make sure that your community is selected/visible at the top (e.g., Apple Valley in the screenshot below), and then click on applications, and then on grants.

A screenshot of the MCEs Customer Portal interface. At the top, there is a blue navigation bar with "I/I Resources", "My Communities", and a dropdown menu currently showing "Apple Valley". Below the navigation bar is a grey header area with the Metropolitan Council logo. The main content area has a heading "Home - Apple Valley" and a sub-heading "Sewer Surveys for 2021 have been moved to the Customer Portal". On the right side, there is a vertical navigation menu with options: "HOME", "APPLICATIONS", "WORK PLAN", "GRANTS", "SAC", and "SEWER SURVEY". The "GRANTS" option is highlighted in yellow.

4. Expand on the year/grant you are submitting final information for. Next to where it says “Final Grant Costs & Required Document click on “start”.

Year	Name	Status	Deadline	Submitted	
[-] 2021	2020 I/I Grant	Approved	3/31/2021	12/29/2022	
	Application	Approved	3/31/2021	12/29/2022	<a href="#">VIEW</a>
	Final Grant Costs & Required Document	Not Submitted			<a href="#">START</a>

5. Enter your county, name, title, phone number, and email address. Then enter the project start and end date (must align with required grant eligibility periods), and a short summary of your project work.

a. **Please note, the portal will auto-save information as you are working. There is also a save button at the bottom of the portal so you can work on your submission at your own pace.**

Please provide the required city information below.

City \*

County \*

Grant City Official Name \*

Grant City Official Title \*

Grant City Official Phone # \*

Grant City Official Email Address \*

**Grant Project Information**

Actual Project Start Date \*

Actual Project End Date \*

**Actual Project Work Description (Max. 4000 Characters)\***

Enter a summary of eligible I/I reduction project(s) and costs. As a reminder, studies, investigations, and inspections as well as any improvements to privately owned infrastructure are not eligible under the I/I grant program.

**6. In the form, scroll down and enter your project costs based on the work descriptions.**

Please enter actual grant eligible project cost totals, rounded to the nearest dollar.

	Project Costs		Project Costs Covered		Grant Eligible
Pipe Lining and Replacement ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 50% Grant Eligible	\$ <input type="text" value="0"/>
Pipe Joint Sealing ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 100% Grant Eligible	\$ <input type="text" value="0"/>
Manholes - Lining, replacement ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 50% Grant Eligible	\$ <input type="text" value="0"/>
Chimney Sealing, Manhole Sealing Joints, Castings, Covers ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 100% Grant Eligible	\$ <input type="text" value="0"/>
Flood Mitigation ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 10% Grant Eligible	\$ <input type="text" value="0"/>
Cross Connection Elimination ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 100% Grant Eligible	\$ <input type="text" value="0"/>
Repair or Replace Lateral Tee, Wye, or Tap Connections ⓘ	\$* <input type="text" value="0"/>	x 50% Covered	\$ <input type="text" value="0"/>	x 100% Grant Eligible	\$ <input type="text" value="0"/>
	\$ <input type="text" value="0"/>		\$ <input type="text" value="0"/>		\$ <input type="text" value="0"/>

- 7. Complete the certification form. Click download certification form, then complete the form (with signatures), and save it as a pdf. Then upload it into the portal when complete (using the choose file button).

**Attach Certification**

**Download Certification Form**

Please download a copy of the Certification Form, complete it, and upload the completed form.

**Choose File** No file chosen

- 8. Attach maps showing where the work was completed – Must be in PDF format.

**Attach Certification Map**

Please provide a legal description, narrative description, or map of restricted property.

**Choose File** No file chosen

- 9. Attach your city resolution (must be PDF). If you need an example city resolution, one is provided on the portal.

**Attach City Resolution**

**Download Example**

Please provide a city resolution authorizing application and execution of the grant agreement.

**Choose File** No file chosen

- 10. Attach invoices or receipts adding up to the total project costs depicted in step 6 (must be PDF). An MCES employee will need to verify these costs, so please highlight, or call attention to the eligible costs being included for reimbursement (e.g., a 10 page list of invoices highlighting the eligible costs for pipe lining).

**Attach Expenditures**

Please provide detailed documentation of actual project expenditures incurred and paid during the grant period (ie invoices, receipts, and any other substantiating documentation). Please highlight or otherwise make clear the amounts which are part of the eligible grant project expenses. Total expenditures must tie to the totals provided in the above 'Actual I/I Project Costs' section.

**Choose File** No file chosen +

**11. (Optional) Attach any other documents that may be relevant or help the Grant Administrator (must be PDF)**

**Attach Other Documentations**

Please provide any other documentation that is relevant to your grant expenditures which may not be included in the sections above.

Choose File No file chosen +

For any questions regarding your grant application please contact .

**12. As you are working you can click on save at the bottom. Please click on submit when finished.**

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SAVE

SUBMIT

For any questions regarding your grant application, please contact Matt Gsellmeier at [matthew.gsellmeier@metc.state.mn.us](mailto:matthew.gsellmeier@metc.state.mn.us) or 651-602-1802.