



Grant File Checklist

To be Completed by the Department Applying for Grant

Complete the checklist below for new and continuation grants. Once completed, please submit a copy to Finance, along with the Intent to Apply for Grant Funding Form to Finance for review and filing with the grant records. This should occur prior to submitting the grant application to the oversight entity.

Check Box		Checklist Item	Cross-reference to Grant Acquisition, Management and Compliance Document
Pre-Award (prior to grant being awarded to the City)			
<input checked="" type="checkbox"/>	1.	Complete Intent to Apply for Grant Funding Form and submit to Finance for review and approval prior to submittal of grant application.	Section 6.1.4 and 6.1.5
<input checked="" type="checkbox"/>	2.	I understand that the department needs to obtain proper approval for grant applications. Grant applications for funds up to \$50,000 require City Manager approval. Over \$50,000 requires City Council approval. (threshold is consistent with the City's purchasing guidelines)	Section 6.1.7
<input checked="" type="checkbox"/>	3.	I understand that the department needs to submit a copy of the grant application and supporting documents to Finance at the time of application submission for tracking and monitoring grant compliance requirements.	Section 6.1.8
<input checked="" type="checkbox"/>	4.	I have read the Grant Acquisition, Management and Compliance process provided by Finance.	
Post-Award (after the grant is awarded to the City)			
	5.	If the grant is awarded to the City:	
<input checked="" type="checkbox"/>		5a. I understand that the department is responsible for reviewing the grant agreement and forwarding all information to Finance.	Section 6.1.9
<input checked="" type="checkbox"/>		5b. I understand that the department is responsible for following the City procurement policies when procuring goods or services with grant funds and following the Federal procurement rules when procuring goods or services with Federal funds.	Section 6.1.18 and 6.1.19
<input checked="" type="checkbox"/>		5c. I understand that the department needs to comply with requirements of the grant.	Section 6.1.10
<input checked="" type="checkbox"/>	6.	For purchases and contracts \$25,000 or more (cumulatively in any fiscal year), I understand that the City shall not enter into contracts or procure goods from vendors or contractors that are suspended or debarred.	Section 6.1.17
<input checked="" type="checkbox"/>	7.	I understand that all records related to the grant program must be retained for a minimum of five years from the end of the grant closeout. However, if any equipment was purchased, then the grant records must be retained for five years from the date of transfer, replacement, sale, or disposal of the equipment.	Section 6.1.13
<input checked="" type="checkbox"/>	8.	The department needs to inform Finance when an external review over the grant is scheduled to be performed, whether on-site or a desk review.	Section 6.1.14
<input checked="" type="checkbox"/>		8a. The department needs to communicate any potential audit findings from external reviews and provide any reports issued or correspondence from the reviewing agency to Finance.	Section 6.1.14
<input checked="" type="checkbox"/>	9.	I understand that if equipment is purchased with grant proceeds, the department needs to assist Finance with the City-wide physical inventory of the equipment as requested, at least once every two years. <i>Required for Federally funded assets.</i>	Section 6.1.16
<input checked="" type="checkbox"/>	10.	I will work with Finance to submit reimbursement requests to grantors. For certain grants, it may be appropriate and practical for the Department to submit. In most instances, the Grants Compliance Team will handle these request with the department's assistance.	Section 6.1.20
<input checked="" type="checkbox"/>	11.	I understand the department is responsible for fulfilling closeout requirements of the grant, including coordination with Finance on any final financial information and reporting needed.	Section 6.1.21

Please print, sign, and return this form to Finance @ _Grants Compliance Team

Edna M. Johnson, Transit Coordinator

Department Contact Name and Title (Please Print)

Edna M. Johnson

Department Contact/Signature

Melana Taylor, EXECUTIVE DIRECTOR P.W.

Department Director Signature

Public Works/Transit

Department Name

06/09/2025

Date Form Completed

6/10/2025

Date Signed

(This section is to be completed by the Finance Department, Grants Team)

Debra Doss

Received by (Grants Team Member)

06/27/25

Date Received

Melana Taylor

Approved by (Grants Team Member)

7/3/2025

Date Approved



Intent to Apply for Grant Funding

Attachment B

Grant name: FY 2025 Section 5307 Federal Transportation Formula Funds

Grant application deadline: Pre-award Authority his grant application is: ☐ New ☒ Grant Continuation

Funding/project period: Start Date: Pre-award End Date: Funds Spent Multi-year grant: ☒ Yes ☐ No

CFDA # for grant, if applicable. If not applicable, please note N/A: 20-507

Purpose of the grant: (provide project summary)

Application for Section 5307 Federal Transit Administration (FTA) Urbanized area formula appropriations for Fiscal Year 2025. The federal funding amount of \$1,280,495 is authorized under the Infrastructure Investment and Jobs Act (IIJA). These funds have been reallocated from Capital Metro, the Designated Recipient for the Austin Urbanized Area.

What will the funds be used for? (i.e., construction, design, equipment, etc..)

The funding will be used to support the Capital Metro fixed route system and for the on-demand transit services. Both of these will provide under the full turnkey contracts.

Who is providing the funds? Federal Transit Administration (FTA)

(i.e., name of Federal Awarding Agency or Pass-thru Agency)

Which of the following are these funds considered? If Other, please identify.

☒ Federal

☐ State

☐ Other: _____

Estimated grant funding amount: \$ 1,280,495

Funding basis: ☐ Advance ☒ Reimbursement

Are matching funds required? ☐ Yes ☐ No

If yes, please complete the following:

Funding source of match:

Match % 50/60

Match \$ 1,610,590

General Revenue

Will the City be a direct recipient or subrecipient of the grant funds?

☒ Direct Recipient

☐ Subrecipient

Are ongoing operational costs anticipated once the grant funds are depleted?

☒ Yes

☐ No

If Yes, has the Budget Team been notified?

☒ Yes

☐ No

Please print, sign, and return this form to Finance @ _Grants Compliance Team

Edna M. Johnson, Transit Coordinator

06/09/2025

Department Contact Name and Title (Please Print)

Date Form Completed

Michael D. Thum, EXECUTIVE DIRECTOR P.W.

6/10/2025

Department Director Signature

Date Signed

(This section to be completed by the Finance Department, Grants Team)

Debra Doss

06/27/25

Received By (Grants Team Member)

Date Received:

Melana Taylor

7/3/2025

Approved By (Grants Team Member)

Date Approved: