

Grant Agreement Payment and Compliance Process

Introduction

Triumph Gulf Coast economic transformation grants are for multiple types of grants including workforce training programs, infrastructure, property tax abatement and others described by statute. Due to the varying nature of the projects, agreement language takes precedence over this process.

Triumph uses the web-based program Smartsheet to collect and maintain required documents and data from grantees, Staff and Subject Matter Experts post grant award approval. Smartsheet is also used by Triumph Treasurer to review and approve requests for Disbursements/Reimbursements.

Email notification to Program Administrator that items in Smartsheet are ready for review constitutes start of review timelines contained in agreements.

Approved Grant Awards

- Executed agreements are posted to the Triumph Gulf Coast website
- Each project's Smartsheet is created
- Smartsheet is reviewed by Triumph Counsel for consistency with agreement
- Grantees upload required information/documents to Smartsheet
- Triumph staff is available to review the smartsheet and payment/compliance process with grantees

Budget

- Staff uploads budget as approved in the grant award agreement (calendar year budget template attached)
- For any budget changes requiring Triumph approval per grant agreement, Grantee uploads the updated budget to Smartsheet and notifies Triumph Program Administrator by email
- Within the 15-day timeline allotted in the agreement Staff, Subject Matter Expert or Triumph Treasurer reviews the proposed amended budget and notes their findings in Smartsheet and to the Program Administrator
- Program Administrator notifies grantee of findings and reports to Board at next regular Board meeting

Bids

- If the agreement requires bids to be reviewed, Grantee uploads required documentation to Smartsheet and notifies Triumph Program Administrator by email
- Within the 15-day timeline allotted in the agreement Staff, Subject Matter Expert or Triumph Counsel reviews the uploaded bid documents, notes their findings in Smartsheet and communicates their findings to the Program Administrator
- Program Administrator notifies grantee of findings and reports to Board at next regular Board meeting

Contracts and Change Orders

- For contracts and change orders, Grantee uploads documentation to Smartsheet and notifies Triumph Program Administrator by email
- Within the 15-day timeline allotted in the agreement Staff, Subject Matter Expert or Triumph Counsel reviews the uploaded documents, notes their findings in Smartsheet and communicates their findings to the Program Administrator
- Program Administrator notifies grantee of findings and reports to Board at next regular Board meeting

Audited Financial Statements

- Grantee uploads audited financial statements as required in agreement
- Triumph Staff/Board reviews during annual evaluation processes

Business Donations

- Grantee uploads business donation outreach efforts to Smartsheet annually if required in the agreement
- Documents reviewed by Staff during annual review

Annual Review

- Grantee uploads an annual report as required by 288.8017(4) including a performance report on contracted activities, the expenditure of funds and the status of the project or program by 10/31 of each year
- Triumph Staff and/or Subject Matter Experts review annual reports, and construction/education activities that may include site visits as part of the annual project evaluation, and reports to the Triumph Board

- The Triumph Board determines if the award should be continued, terminated, reduced or increased
- Staff notifies grantee of Board's determination after review

Performance Metrics

- Grantee notifies Program Administrator that they have satisfied their performance metric(s)
- Staff and/or Subject Matter Expert reviews performance metrics and reports findings to Triumph Board
- Board votes to accept or reject report

Disbursements/Reimbursements

- Grantee uploads form included in their agreement, and associated documents, to Smartsheet and notifies Program Administrator the documents are ready to be reviewed which starts the 45 day review time clock
- Program administrator notifies CPA who reviews for completeness and notes findings in Smartsheet and notifies Triumph Treasurer that documents are ready for review
- Triumph Treasurer reviews form and associated documents, notes approval or disapproval in Smartsheet and signs wire transfer
- Program Administrator notifies Grantee of approval/disapproval
- Within 30 days CPA submits wire transfer to bank, bank obtains second authorization for wire transfer and transfers funds to grantee

Agreement Quarterly Reviews

- Grantee to notify Program Administrator by email when Triumph funded construction activities begin
- The first construction quarterly report is due in the quarter that follows the first completed quarter after construction starts. Quarterly reports are due until end of construction. Awardee uploads progress towards performance metrics within 30 days of the completion of each quarter.
- Grantee uploads quarterly report, including a performance report on contracted activities and the expenditure of funds, to Smartsheet if required by agreement
- Documents reviewed by Staff, reported to Board at next regular Board meeting and included in Program Administrator's Report
- Board votes to approve or disapprove Program Administrator's Report

Workforce Education Quarterly Reviews

- Grantee notifies Program Administrator by email when Triumph funded certificate program begins
- The first quarterly report is due following the first completed quarter after the certificate program begins.
- Subject Matter expert, per contract with Triumph, reviews specific workforce education projects quarterly towards performance metrics, uploads written report reflecting compliance or noncompliance findings to Smartsheet and notifies Program Administrator
- Awardee uploads progress towards performance metrics within 30 days of the completion of each quarter for review

Additional Reviews/Document Requests

- At its discretion, Triumph Staff, Subject Matter Experts or Board Members may conduct site visits of projects by and/or request additional documents.