



<b>Job Title</b>	<b>Grants Manager</b>
<b>FLSA</b>	<b>Full-time, Exempt (non-union)</b>
<b>Salary</b>	<b>\$52,000</b>
<b>Reports To</b>	<b>Finance Director</b>

HR/Rev 8-21

### **Job Purpose**

The primary duties of the Grants Manager are to assure compliance with the U.S. Department of Transportation (DOT) Federal Transit Administration (FTA) Master Agreement, which contains standard terms and conditions governing the administration of all GPTC projects supported with Federal assistance. In addition, each fiscal year, certify that GPTC will comply with Federal laws and regulations by concurring with the Annual Certifications and Assurances.

### **Duties and Responsibilities**

- Maintain familiarity with FTA Circular 9030.1E – “Urbanized Area Formula Program: Grant Application Instructions”
- Provide continuous administrative and management direction of project operations
- Utilize the FTA TrAMS System for submittal of FTA grant applications
- Assist in the development of project work schedules and monitor grant project milestones and other performance goals
- Maintain reports submitted and approved by FTA for availability during the Triennial Review process and any other oversight review
- Keep the General Manager and Board of Directors apprised of each project’s financial status and milestone progress
- Assure eligible grant expenditures are reported with documentation in grant files and ensure that sufficient revenue sources, federal, state and local, are available to meet expected operations and capital costs
- Monitor the recording of ECHO drawdowns submitted on the FTA ECHO Web System; reconcile monthly and review project manager reports Federal agencies within the operations division
- Assist in coordinating GPTC grant, planning, and budget, strategies with state and local governmental agencies: (NLRPC, INDOT, FTA and City Planning Department, etc.) pertaining to the operation department
- Assist with maintaining adequate communication among the Administrative and Finance Department personnel to alleviate unnecessary errors during the procurement or accounts payable process
- Conduct detailed overviews of the ECHO drawdown requests to determine accuracy
- Submit to FTA all financial and progress reports required by Grant Agreements and the Master Agreement

- Maintain grant files including control sheets on each FTA grant to record Federal and local share amounts expended on eligible grant projects, as well as ECHO draw down documents
- Keep expenditures within approved project budgets
- Submit grant close-out documentation in the FTA TrAMS System on a timely basis
- Transact grant modifications, revisions and amendments as circumstances may require
- Assure compliance with FTA requirements on the part of agencies, consultants, contractors, and subcontractors working under approved third-party contracts or inter-agency agreements
- Other duties as may be assigned in furtherance of grant supported activities

### **Minimum Qualifications**

- High school diploma required, Bachelor's degree preferred
- Must be proficient with Microsoft Excel & Word
- 3 to 5 years of grant writing and processing experience
- Must have the ability to effectively communicate in verbal and written forms
- Must be able to work independently and make deadlines in a time sensitive environment

### **Physical Demands**

The physical demands of this position are representative of those that must be met by an employee to successfully perform essential functions in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform such essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk, sit, use hands, handle or feel objects, reach with hands and arms, talk, and hear.

*GPTC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Reasonable accommodations will be made for applicants at their request.*