

Grant Administration Guide

FY09 Municipal Planning Grants (MPGs)

3/30/09 DHCA

COMPLETE GRANT AGREEMENT

1. **Log on:** <https://development.grants.vermont.gov/>.
2. **Generate your grant agreement**
 - a. Select your application from the Municipal Planning Application 2008 folder. If your application is not visible, select All My Documents from the drop down menu and click GO.
 - b. On the FORMS tree, click on "Agreement Document."
 - c. Click on the link to "Generate the Contract," then "View PDF," then "Open".
3. **Review the Grant Agreement**

Make sure the information about your grant is correct and that you understand the terms of the grant agreement.
4. **Accept Grant Agreement**
 - a. Return to "MPG Proposal Menu."
 - b. Select "MPG Grant Agreement Accepted" under STATUS MANAGEMENT then CHANGE STATUS. If you wish to cancel the application, select "MPG Application Canceled," then CHANGE STATUS.
5. **Print, Sign and Mail Signature Page**
 - a. Generate grant agreement and print first page. The Municipal CEO signs it.
 - b. Mail to DHCA:

Municipal Planning Grant Program
Vermont Department of Housing and Community Affairs
One National Life Drive, 6th Floor
Montpelier, VT 05620-0501
6. **After we receive the signed signature page, you will be:**
 - a. electronically notified of the "Grant Awarded" status of your grant;
 - b. able to view your executed grant agreement online; and
 - c. able to submit your first requisition (see "Requisitions" box below.

GRANT START-UP

1. Notify your municipal Clerk and Treasurer of the grant award and provide them a copy of the grant agreement signature page and requisition (if submitted). Request that a dedicated accounting number be established for the grant and determine the best way to document grant income and expenses (see Closeout Documentation below).

Grant Administrator ROLES

Grant Administrators may perform all the functions described here, EXCEPT signing the grant agreement and submitting requisitions.

Authorizing Officials (AO) submit requisitions and only the municipal CEO may sign the grant agreement. AOs may perform all the grant administration functions and may authorize a new grant administrator at any time.

More information on ROLES:

http://www.dhca.state.vt.us/Planning/GMS/MPG_Roles.pdf

Key Dates:

Mid-project report due:
September 21, 2009

Project completion and all funds spent: **May 7, 2010**

Final report documentation and products submitted: **June 14, 2010**

Status Changes

Any time the STATUS MANAGEMENT box appears on the left side of the Proposal Menu, you are able to submit, cancel or take other actions noting the "next possible statuses" in the drop down window and clicking on the "Change Status" button.



2. Set up a [Summary Ledger](#) to keep track of grant expenditures. Grant administrators must maintain financial records throughout the progress of the grant project. Expenses related to your work plan and budget, as of December 31, 2008 and through May 7, 2010, may be applied to the grant.
3. A [Log of Hours](#) is required if a municipal employee is to be paid with grant funds.
4. A [sample press release](#) is available. Note that all press releases, public communications or products related to your grant project must reference the support from a Municipal Planning Grant awarded by the Department of Housing & Community Affairs. (This helps ensure funding is available in the future.)
5. To access your grant, select and open your grant from the "Municipal Planning Grant" folder in the MY DOCUMENTS section of the "Main Menu." Here you can access Requisitions (under RELATED ITEMS), Amendment and Close Out forms (in the FORMS tree).

CLOSEOUT DOCUMENTATION

1. After May 7, 2010 (or anytime before that date if the grant project has been completed) make sure all outstanding grant expenses have been paid. Compile a copy of all studies or other products developed with grant funds making sure all the grant agreement requirements are met. (See section VII of the grant agreement.) If GIS work was part of the project, have the GIS contractor complete Attachment C, GIS Form for each data layer.
2. Compile and submit the following financial documentation:
 - Summary Ledger: Grant Administrators must maintain financial records throughout the progress of the grant project to provide an overview of all your grant-related financial transactions. Please use the [Summary Ledger](#) or a similar one. This provides an overview of all your grant-related financial transactions.
 - All receipts and invoices for grant expenditures showing grant work was completed within the grant period
 - Copies of cancelled checks OR detail transaction report including date/recipient/check # and amount.
 - Log of Hours: if municipal employee hours are included as an expense in your budget (to be reimbursed by the grant) you must document these hours. Please use this [Log of Hours](#) or another type of log that provides at a minimum, the information on this table, to track municipal employee tasks and hours on the grant project.
3. Complete final Requisition for reimbursement of the last 30% of the grant amount using the "Requisition" form along with the "Final Project Summary." Upload (or mail) the final product(s) as well as all other related documents. Use the STATUS CHANGE drop-down menu to submit your close out by June 14, 2010.

Requisitions

Use the online Grants Management system to request funds. You will find [step-by-step instructions](#) to guide you through in the "SHOW HELP" on each form.

ONLY the AUTHORIZING OFFICIAL can "Submit" the requisition. See instructions in SHOW HELP on the requisition form.

Go to the RELATED ITEMS box and click on "Create New" under MPG Requisition folder. You may request funds three times per grant period:

First – request advance payment of 40% any time after grant agreement is "awarded".

Second – Submit mid-project payment request of 30% along with a completed "Progress Report" by Sept. 21, 2009. An e-mail reminder and instructions will be sent to you.

Final– Last payment is made on a reimbursement basis when the project and its deliverables are completed and submitted. Invoices must show that you have spent or obligated all grant funds no later than May 7, 2010. Unused, ineligible or undocumented costs must be returned.

"Amendments" - Changes to Work Plan and Budget-

DHCA approval is required to change a task or sub-product in your Work Plan and Budget. (Attachment A of your grant agreement) To request Department approval: 1) Change Status to "Amendment Request in Progress" 2) Use the "Amendment Request" form, in the FORMS tree 3) Change Status to "Amendment Request Submitted." [Amendment Instructions](#) Major changes to the final product are not allowed.

QUESTIONS?

Please contact Vermont Department of Housing and Community Affairs (DHCA) staff: Wendy.Tudor@state.vt.us 802-828-5249