

MUNICIPAL PLANNING GRANT (MPG)
On-Line Application & Grants Management System

ROLES

Every person associated with an on-line grant application must first create a new user account and then be assigned a role within the online grants management system. Authorizing Officials are assigned by their Legislative Body and their online accounts are validated by the Department of Economic, Housing and Community Development (VEHCD) staff. All other users are validated by the Authorizing Official or Administrator associated with their grant application.

Municipal/Authorizing Official (M/AO) – Must be Chief Executive Officer of the municipality as defined by 10 VSA §683(8) such as a Selectboard member, or is a Town or City Manager or a Town Administrator. No person who is paid through the grant or handles grant funds, including the Municipal Clerk or Treasurer, may be assigned the Municipal/Authorizing Official role. M/AOs have the following permissions and functions:

1. Only role with the authority to electronically submit an application and requisitions (if grant is awarded).
2. M/AO title functions as an electronic signature in the system.
3. Validates/assigns the grant Administrator role.
4. Validates/assigns Writers or Viewers for the project or may leave that responsibility to the Administrator.
5. Ability to create, write, edit, review and submit applications.
6. Ability to administer the grant if awarded. (If no Administrator is assigned to the grant, the M/AO will need to perform the Administrator functions.)

Each municipality should have two persons validated as Municipal/Authorizing Officials in the event one is not available at a critical time. (For example, both the Selectboard Chair and Town Administrator could be authorized.) Before submitting the application, a majority of legislation body must sign a resolution to designate the M/AO(s) to act on behalf of the municipality.

Administrator – Handles all grant-related tasks for the municipality except the first three M/AO functions listed above. The Administrator role may be assigned to a town planner or other staff, a Planning Commissioner or other board member involved in the grant, or Regional Planning Commission staff. Administrators have the following permissions and functions.

1. Must be validated in the grants management system by a Municipal/Authorizing Official or by DEHCD staff in response to contact from a Municipal/Authorizing Official.
2. Ability to create, write, review and edit applications.
3. Validates/assigns Writers or Viewers to the grant applications.
4. Ability to administer the grant if awarded.

The Administrator role, when authorized by the M/AO at the *Organization* level can create applications on behalf of the municipality but when authorized at the *Application* level, cannot create new applications. A non-municipal partner such as a RPC, should be given the Administrator role within the *Application* if the partner is going to administer the MPG grant once awarded.

Writer – Can write, edit and review applications. The writer is added to a specific grant application by the M/AO or the Administrator. Writers will need to be added to new applications.

Viewers – Can review the grant application, and if grant is awarded can view grant-related documentation in the system. Viewers will need to be added to new applications.

For help in becoming a new user please contact DEHCD at (802) 828-5249.

February 2010