

2018 Municipal Planning Grant Application Instructions

This document provides essential information about the Municipal Planning Grant (MPG) program and is intended to provide instructions and links to important resources for completing the online application (only applications submitted through the online [Grants Management System](#) will be considered). In addition to these instructions, we recommend that you review the [Program Description](#) for general information about the grant program and scoring criteria.

Application Due Date

Applications must be electronically submitted in the online grants management system by **Monday, October 2, 2017 at 7:00 pm.**

The Application Instructions include the following resources:

Grant System Roles.....	1
Application Questions	2
Page by Page Application Instructions	2
Municipal Resolution.....	2

Before You Begin

- Discuss with project partners and other town officials as well as with potential consultants. Have the selectboard or city council complete the required [Municipal Resolution](#).
- Draft an outline of your project using the [Application Questions](#) as a guide. Use word processing software to compose responses to the essay questions. Once edited, reviewed, and perfected in word processing, the responses can easily be copied and pasted into the online application forms.
- Look through all of the application forms before starting to fill them out.

Grant System Roles

Every person associated with an online grant application must first create a new user account and then be assigned a role within the online [Grants Management System](#). You only need one account per person in the online system, even if you are associated with multiple municipalities or grant applications.

Municipal/Authorizing Officials are assigned by their Legislative Body (selectboard, city council, alderboard or village trustees), identified in the Municipal Resolution, and their online accounts are validated by Department of Housing and Community Development (DHCD) staff. All other users are assigned by the Municipal/Authorizing Official or Administrator associated with their grant application. To create a new account, complete the online [new user registration form](#) and click the save button to submit the registration.

System Role	Assigned to	Designated by	Create Application	View Forms	Edit Forms	Submit Application	Approve Account
Municipal/Authorizing Official (M/AO)	Selectboard member, Town or City Manager, or Town Administrator	Municipal Resolution	✓	✓	✓	✓	✓
Administrator	Town staff, planning commissioner or RPC staff	Municipal Resolution	✓	✓	✓	✓	
Writer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓	✓		
Viewer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓			

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 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:

- Only role with the authority to electronically submit requisitions (if grant is awarded).
- Assigns the grant Administrator role.
- Assigns Writers or Viewers for the project or may leave that responsibility to the Administrator.
- M/AO title functions as an electronic signature in the system.
- Ability to initiate, write, edit, review and submit applications.
- 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 a selectboard member and Town Administrator could be authorized.) Before submitting the application, a majority of legislative 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 two 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:

- Must be validated in the Grants Management System by a Municipal/Authorizing Official or by DHCD staff, with written permission from a Municipal/Authorizing Official.
- Ability to initiate, write, review, edit and submit applications.
- Ability to initiate, write, review and edit requisitions.
- Validates/assigns Writers or Viewers to the grant applications.
- Ability to administer the grant if awarded.

The Administrator role, when authorized by the M/AO, can create applications on behalf of the municipality. The Administrator is added to a specific grant Application by the M/AO or DHCD staff, with written permission from the M/AO.

Writer

Can write, edit and review applications. The Writer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.

Viewer

Can review the grant application and if the grant is awarded can view grant-related documentation in the system. The Viewer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.

Application Questions

Use this document (also available as a [word document](#)) to review the application questions and to prepare your responses. This document **cannot** be used to submit your grant application. Only applications submitted through the online [Grants Management System](#) can be accepted.

Applications must be submitted electronically before 7:00 pm on Monday, October 2, 2017.

Application Summary

Applicant:

1. **Applicant Municipality:**
(or lead applicant if applying as a consortium)
2. **What is your most recent town plan adoption date?**
3. **Please select any current state designation(s) in the municipality:
(Visit the [DHCD Planning Atlas](#) to check if your municipality has a state designated center.)**
Village Center
Downtown
Neighborhood Development Area
Growth Center
New Town Center

Confirmation:

4. **Is the planning process in your municipality confirmed by your regional planning commission?**
Yes
No
 - a. **If No:**
Is your municipality in the process of being confirmed on or before the confirmation deadline (September 30, 2017)?
Yes
No
 - b. **If No:**
Is this application for a municipal plan that will be submitted to the regional planning commission for approval, which is necessary for confirmation?
Yes
No
 - c. **Has your municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?**
Yes
No
5. **Is this a consortium project?**
Yes
No

a. If Yes:

Please identify the participating municipalities

(All participating municipalities must have a confirmed planning process by the confirmation due date, September 30, 2017, and must submit a resolution signed by their legislative body.)

Project Description

6. Please identify the project type:

Municipal Plan
Zoning and Subdivision Bylaw
Planning for State Designated Area
Infrastructure or Capital Improvement Planning
Natural Resource Planning
Flood Resilience Planning
Other

a. If other, specify:

7. Project Title:

Name the project as **concisely** as possible.

The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)

Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping

8. Project Description:

Provide a very brief summary of what the project will accomplish and produce.

This description of main project outcomes will be used in MPG program marketing materials, if this grant is funded. See the list of [FY17 Funded Projects](#) for examples. (250 character limit)

Example: The town will hire a consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.

Example: Marble City will obtain expert assistance to conduct a public involvement program and develop a draft form-based regulations to replace the current zoning and more effectively implement our goals in the designated downtown.

9. What are the primary issues your community is trying to address?

Describe both the immediate concerns and the larger, enduring issues that the community wishes to resolve through the grant project. *(4,000 character limit)*

10. How will the proposed project address the identified issues?

Include specific actions proposed to address the concerns. Describe both what the project will produce (outputs) and what the project will accomplish and how it will make a difference (outcomes). *(4,000 character limit)*

11. How will the proposed project engage the public and community partners?

Describe citizen participation activities and outreach intended to educate and involve the public in planning as well as any coordination and cooperation with relevant local and/or regional organizations. *(4,000 character limit)*

a. Approximately how many people do you aim to engage in the project, including local board members and people who complete surveys?

b. List the organizations you will coordinate with including other municipal boards and commissions:

12. How will the project further the goals of your municipal plan?

Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns.) If extra space is needed, please upload your response to this question as an attachment, but do not attach the municipal plan itself. For municipal plan updates, describe specific policies or aspects of the current or latest plan that need revision in order to address the issue(s) identified above.

13. How does your project further the statewide planning goals?

Discuss whether and how your project furthers any of the MPG priorities for meeting the statewide planning goals. If none of the priorities apply to your project, please indicate "not applicable." (4,000 character limit)

MPG FY17 Priorities for Meeting the Statewide Planning Goals:

a. Municipal Plan updates for:

- Promoting revitalization of historic centers and compact, walkable development including housing
- Addressing inconsistencies with statewide planning goals or incompatibility with the Regional Plan, identified by the regional planning commission review of the municipal plan. (Must include documentation in the application from the regional planning commission that summarizes the inconsistencies to be addressed – ask your regional planning commission to provide a copy of the latest consultation report to include with your application.)

Applicants for municipal plan projects are encouraged to use the process described in the [Planning Manual for Vermont Municipalities](#).

MPG priority points are not available for municipal plan updates or amendments focused on obtaining substantial deference in the Section 248 siting process for energy generation as other assistance is available. See [Department of Public Service guidance](#) and contact your [Regional Planning Commission](#).

b. Bylaw updates for:

- Correcting clear conflicts with the Municipal Plan
- Increasing housing options in walkable places
- Promoting compact, walkable development

Priority bylaw projects will include a strong public outreach component.

c. Special Projects for Designated Areas – downtowns, village centers, new town centers, neighborhood development areas and growth centers – including the following:

- Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans, revitalization plans and form based regulations.
- Infrastructure studies and capital improvement planning in support of designated areas (see page 11 for special requirements).
- Applications or addressing pre-requisites for a new designated neighborhood development area, new town center, or growth center – please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.

14. How does your project relate to and support an existing state designated downtown, village center, neighborhood development area, new town center or growth center?

If no state designated areas exist in the municipality, indicate “not applicable.”
(2,000 character limit)

15. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (2,000 character limit)

Municipal Resolution

Please print and complete the [Municipal Resolution](#). If this is a consortium application, each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Administrator. See [MPG Roles](#) for more information about the responsibilities and permissions of the grant roles.

Please note that only the names of individuals who have [registered for an account](#) in the online grants management system will appear in the dropdown menus in the online system. Please contact DHCD staff at jennifer.lavoie@vermont.gov or 802.828.1948 for assistance.

Municipal/Authorizing Official: <dropdown menu>

Title:

Alternate Municipal/Authorizing Official: <dropdown menu>

Title:

Grant Administrator: <dropdown menu>

Title

Upload Completed Municipal Resolution or Mail to DHCD.

Work Plan and Budget Form

Be sure to include all tasks and costs that will be paid for by the Municipal Planning Grant and Match Funds, if applicable. If your application is selected for funding, the following work plan and budget will become Attachment A to the Grant Agreement, and will be the official description of the work you are expected to accomplish with project funding.

Task Name	Description of Task	Responsibility	Paid Personnel (Consultant, Regional Planning Staff, or other)	If other, please specify	Hours	Hourly Rate	Personnel Cost (automatically calculates online)	Material Description	Materials Cost	Total Cost (automatically calculates online)
Totals										

Total Project Cost: \$
 State Funds/Grant Award: \$
 Match Funds: \$

The Total Project Cost, Grant Funds, and Match Funds will be automatically calculated in the online grants management system. Grants under \$8,000 require no local match (\$15,000 for consortia). Projects larger than \$8,000 will require a local cash match of 33% of total project cost (TPC) over \$8,000 (\$15,000 for consortia).

Budget Documentation

Describe source(s) of match funds: (If match is required)

Contribution of municipal staff or volunteer's time **cannot** be offered as a match. Other contributions, while not required, may be documented here as well. (500 character limit)

Single applications requesting over \$8,000 require a match. Consortia applications requesting over \$15,000 require a match.

How did you arrive at realistic budget estimates for the work plan?

Upload or mail supporting documents that show the work plan and budget is based on realistic information. Please provide a letter or other documentation from a consultant (may include regional planning commission staff) with cost estimates for tasks, including hourly rate. (500 character limit)

Accounting

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

What type of accounting system does your municipality use?

Automated
Manual
Combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes
No

Page by Page Application Instructions

Keep these instructions available to reference while you work on the online application. Page-specific instructions can also be found on each form when you click on the SHOW HELP button in the upper right-hand corner.

Save Often

The system will automatically time out after 45 minutes on a single page even if you are continuously adding data. We recommend writing all of your responses in a word processing program first, using the [Application Questions](#) as a guide. In addition, we strongly encourage you to save your work in the system at regular intervals to prevent loss. If you are timed out, **do not** use your browser's back button to return to the page you were on as all data entered after this will be lost. *Always SAVE before moving to another page!*

Formatting

The online grants management system does not recognize special formatting such as Bold, Italics or Bullets – this is important to keep in mind as you draft your application. We recommend that you compose your responses in a word processing program (such as Microsoft Office Word) first and avoid using any special formatting. *Note that character limits include spaces and punctuation.*

Required Fields *

Throughout the application you will see fields that have a red asterisk * beside them. This indicates a required field. If no data is entered into a required field, you will receive an error message when you save the page. A blank required field will also prevent the application from being submitted successfully. If attempting to submit the application with blank required fields the system will redirect you to the incomplete page for correction.

System Emails

Once an application is successfully submitted you will receive system messages informing you of the status of your application. If you use spam blockers, be sure to add **SOV-EGrantsNoReply@vermont.gov** to your “safe list” so that you can receive important messages from the system.

Accessing the Online System

Every person associated with an on-line application must have an individual user account and be assigned a role within the online [Grants Management System](#). You only need one account per person, even if that one person is associated with multiple municipalities or grants.

If you do not have an existing account in the online system, you’ll need to register for a new account by completing the [online registration form](#).

If you do have an existing account but have forgotten your username or password, please use the below links **or** contact DHCD staff at jennifer.lavoie@vermont.gov or 802.828.1948 for assistance.

- [Forgotten your password?](#)
- [Forgotten your username?](#)

Home

Log in to the online grants management system using your assigned username and password here: <https://egrants.vermont.gov>

The Home Page is the first page that appears after logging in to the system. Also identified by the blue highlighted “Home” tab it provides access to the available ACCD online grant applications.

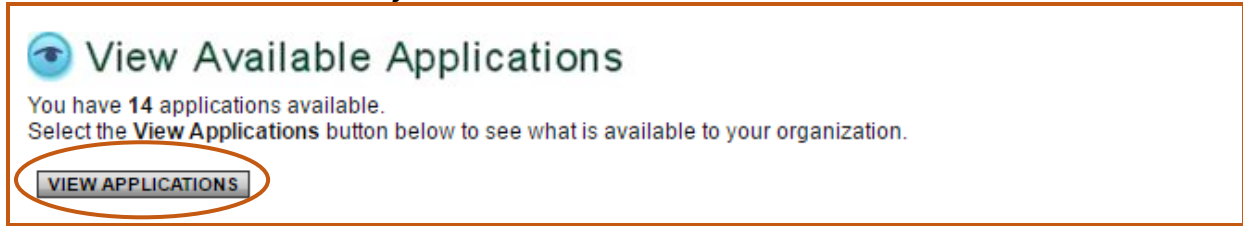
Look for this in the online system:



Create an Application

Click on the “View Applications” button in the “View Available Applications” section at the top of the page (see image on following page). Select the Municipal Planning Application 2018 at the top of the page by clicking the associated “Apply Now” button. (Note that **both** the Municipal/Authorizing Official (M/AO) and Administrator roles can initiate a new MPG application. See [MPG Roles](#) for more information.)

Look for this in the online system:



“I Agree”

Before you can “create” an application or submit one, a confirmation page will ensure that you are aware of critical program requirements. Read the statement carefully and click the “I Agree” button to continue.

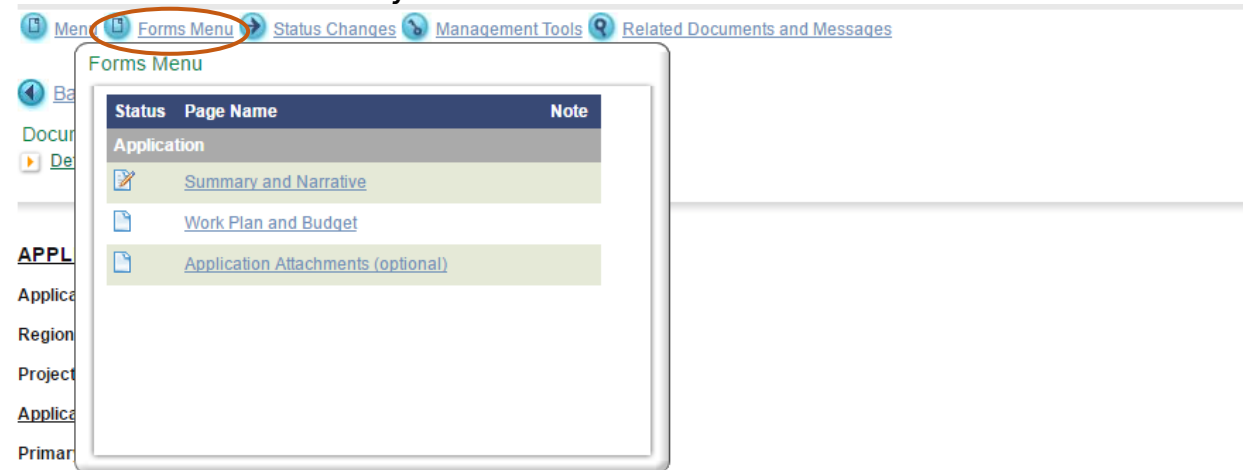
Application Snapshot

You will now be on the application snapshot and application menu home. The snapshot provides basic information about the application and will update as the application forms are completed. The snapshot includes information about the responsible individuals and the budget. You can return to the snapshot from any of the forms by clicking the Menu link at the top of the page.

Navigation Tips

To access the application forms – use the Forms Menu link at the top of the page.

Look for this in the online system:



Summary and Narrative Form

Application Summary

State Designations. This question applies only to *state* designated centers. If you are unsure if your municipality has a state designated center, refer to the [DHCD Planning Atlas](#) for a map of municipalities with state designated centers.

Municipal Confirmation. If you are not certain of your municipality’s confirmation status, which requires an adopted town plan that has been approved by a regional planning commission (RPC), as well as a confirmed planning process, please contact your [regional planning commission](#). All applying municipalities, including those within a consortium, must be confirmed by September 30, 2017.

Municipalities without a confirmed local planning process may apply for funding but only to create a municipal plan approvable by the RPC. They must also have voted to provide local funds for municipal and regional planning purposes. Grant proposals from municipalities that have received RPC recommendations to bring their plan into compliance with statewide requirements must address the changes identified by the RPC and the application must include a copy of the latest RPC consultation report.

Consortium Project. A consortium is formed when two or more municipalities submit a joint application with one municipality agreeing to serve as the lead municipality. All participating municipalities need to be confirmed by the confirmation due date, September 30, 2017 (applications are due October 2, 2017 by 7:00 pm). If applying as a multi-municipal consortium, select “Yes” and then select each “Participating Municipality” from the resulting list.

Project Description

Note that character limits include spaces and punctuation.

Project Type. Select from the drop-down menu, the type of project that most closely matches your application project. If none applies, select “Other” and specify your project type in the space provided, using a short phrase describing the general type of project such as: Capital Budget and Program, Public Infrastructure Assessment, etc.

Project Title. Give the project a concise name that we can use to refer to the project and that will be used in the grant agreement and program announcements if this grant is funded. If you cannot give your project a short title, your project may need to be revised to eliminate extraneous elements. *(80 character limit)*

Examples: Unified Bylaw Update, Village Revitalization Plan, or Sewer Line Mapping.

Project Description. Provide a very brief summary of what the project will accomplish and produce. This description will be used in the grant agreement and program announcements if this grant is funded. *(250 character limit)*

Example: The town will hire a consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.

Example: Marble City will obtain expert assistance to conduct a public involvement program and develop a draft form-based regulations to replace the current zoning and more effectively implement our goals in the designated downtown.

What are the primary issues your community is trying to address? Describe both the immediate concerns and the larger, enduring issues that the community wished to resolve through the grant project. *(4,000 character limit)*

How will the proposed project address the identified issues? Include specific actions proposed to address the concerns, Describe both what the project will produce (outputs) and what the project will accomplish and how it will make a difference (outcomes). *(4,000 character limit)*

How will the proposed project engage the public and community partners? Describe citizen participation activities and outreach intended to educate and involve the public in planning as well as any coordination and cooperation with relevant local and/or regional organizations. *(4,000 character limit)*

The statewide planning goals that govern planning in Vermont encourage all planning and implementation activities to involve the public and promote coordination and cooperation. In keeping with these goals MPG projects should include one or more citizen involvement components and promote partnerships with relevant organizations. Furthermore, projects that engage the public from the start and propose multiple outreach activities score the highest under these criteria.

Beyond the public hearings required by statute, [public outreach might include](#) interactive websites, classroom discussions, meetings with seniors groups, civic clubs, and other organizations, local media outreach, or conducting focus groups. Explain what methods you plan to use for engaging the public in your planning process, how many people you aim to engage and list which organizations you will coordinate with.

How will the project further the goals of your municipal plan? Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns.) For municipal plan updates, describe specific policies or aspects of the current or latest plan that need revision in order to address the issue(s) identified above.

For a municipal plan or update project, describe any pressing community planning concerns that the proposed plan or update will address. Cite specific policies in the current plan that need revision and explain why a plan update is more important than pursuing implementation of the previously adopted plan. If the town plan is set to expire within the next two years, explain why a re-adoption of the town plan is not adequate at this time.

Please do not upload the entire town plan. Just provide relevant excerpts along with your explanation. *(4,000 character limit)*

If your response, including any relevant excerpts, is longer than 4,000 characters, please save your response on a separate document and upload it on the “Application Attachments” form. This is especially recommended for consortia applications, where a response to this question from each town is required.

How does your project further the statewide planning goals? Discuss whether and how your project furthers any of the MPG priorities for meeting the statewide planning goals. If none of the priorities apply to your project, please indicate “not applicable.” *(4,000 character limit)*

For 2018 applications, the funding priorities are listed in the [Program Description](#) and the online application form.

How does your project relate to and support an existing state designated downtown, village center, neighborhood development area, new town center or growth center?

A response to this question is required only if the applying municipality has a state designated downtown, village center, neighborhood development area or growth center, as indicated in Section 1 of the Summary and Narrative form. *(2,000 character limit)*

Municipal Resolution

The [Resolution](#) authorizes the Municipal/Authorizing Official (and Alternate) to act on behalf of the municipality on all matters related to the grant and officially recognizes the Grant Administrator. The signature of the Planning Commission Chair is required to confirm planning commission support for the application. The Resolution also confirms that the municipality will maintain its efforts to provide local funds for municipal and regional planning or has voted at an annual or special meeting to provide local funds for municipal

and regional planning purposes. For applications involving matching funds, the resolution commits the municipality to allocating the necessary match funds.

For all applications, a primary Municipal/Authorizing Official (M/AO) must be designated on the Resolution. We also **strongly recommend** that municipalities designate a second, alternate M/AO, in case the primary M/AO is not available at critical times. Electing another individual to the M/AO role later in the process would require an amendment to the resolution and signatures from the legislative body. The M/AO(s) will need an account in the online Grants Management System and must complete the [New User Registration](#) form.

For consortium applications, each municipality must submit a separate, signed Resolution. Each municipality must designate the **same** Municipal/Authorizing Official(s) and Administrator.

After signatures are gathered, upload the signed Resolution(s) or email to jennifer.lavoie@vermont.gov with the name of the municipality and MPG 2018 in the subject line. If scanning is not possible, select the “mailed to DHCD” option and mail the signed Resolution, postmarked by the application due date (Monday, October 2, 2017), to DHCD. All mailed Resolutions will be uploaded to the Application Attachments form once we receive them. (The mailing address is listed on the final page of these instructions and on the Resolution form.)

Municipal/Authorizing Official. Identify the person from the dropdown list who is the primary Municipal/Authorizing Official (M/AO). See [MPG Roles](#) for more information about who can be assigned the M/AO role and what their responsibilities are. In the case of a consortium, enter the lead municipality's Municipal/Authorizing Official. Only the lead municipality prepares an application.

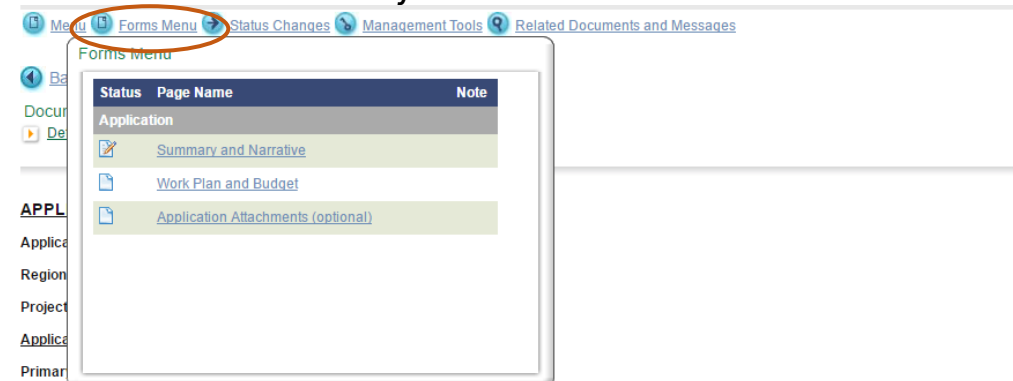
Grant Administrator. This designated person handles all grant-related business including contact with DHCD about the application. If no Administrator role has been assigned, the M/AO may serve in this role as well. Municipalities may wait until a grant is awarded to identify an Administrator and may change Administrators once the grant is awarded.

Note that only the names of individuals who have registered for and received an account in the online [Grants Management System](#) will appear in the drop-down menus. Contact Annina Seiler at jennifer.lavoie@vermont.gov or 802.828.1948 if you do not see the name of an individual listed in the drop-down menu options.

Be sure to SAVE your work before moving on to another form.

Move on to the Work Plan and Budget Form by using the Forms Menu at the top of the page.

Look for this in the online system:



Work Plan and Budget Form

Fill in the relevant fields on the Work Plan and Budget form for each project task. We recommend that you write up your entire work plan in a word processing program (such as Microsoft Office Word) or [use this excel table](#) and obtain cost estimates for the work before starting on these pages in the online system.

Start by providing a task name and a short description of what that item entails. If more than five tasks lines are needed, complete the first five rows and save the page. Additional rows will appear once the page is saved.

Example Task Name: Inventory of On-site Sewage Treatment Systems in the Village.

Example Task Description: Go through records to identify and map all in-ground septic systems serving buildings in the village that are not on the municipal sewage treatment system and categorize them.

Responsibility. Who is responsible for completing each task? If it is a paid consultant, select that option from the Paid Personnel drop-down list. The responsible party may sometimes be different from the Paid Personnel.

Paid Personnel. Select from the Paid Personnel drop-down list. If no one is being paid through the grant for this task, leave blank.

When paid personnel are involved in a task, give the estimated number of hours and the billing rate. These should be based on cost estimates or other information from a qualified consultant, the Regional Planning Commission or other knowledgeable source. Total personnel cost will be automatically calculated when you save the page.

If other material costs such as copying, mailing, or equipment rental fees are involved in the task, note them in the “Materials Description” box. Provide the total non-personnel expenses for each task in the “Materials Cost” box. Itemize those costs in a separate document uploaded to the Attachments form.

Total Project Cost. The total project cost for each task will automatically calculate when you click **Save**. “State Funds” and “Match Funds” (if required) will be automatically calculated for you as well. You must **SAVE** this page **any time** subsequent revisions are made to your work plan.

Municipalities may apply for any dollar amount between \$2,500 and \$8,000 without a local match requirement. Any grant amount above \$8,000 will require a local cash match (33% of total project cost over \$8,000 or 50% of MPG funds over \$8,000). The maximum amount of grant funds available for a single municipality is \$20,000.

Example: If the Total Project Cost (Work Plan and Budget Total) equals \$26,000, the State Grant Funds Requested will equal \$20,000 and the Match Funds will equal \$6,000 (or 50% of the state grant funds over \$8,000)

For consortia applications, municipalities may apply for any dollar amount between \$2,500 and \$15,000 without a local match requirement. Any amount above \$15,000 will require a local cash match (33% of total project cost over \$15,000 or 50% of MPG funds over \$15,000). The maximum amount of grant funds available for consortia applications is \$35,000.

Example: For a total project cost of \$45,000, the maximum amount of grant funds requested is \$35,000 with match funds amounting to \$10,000 (or 50% of the state grant funds over \$15,000).

Budget Documentation

Describe Source(s) of Match Funds. If a match is required, any source of cash match funds may be used -- federal, other state grants, municipal, private or non-profit. Contribution of staff or others' time **cannot** be offered as a match. Regional planning commission staff consulting that is supported by other documented funds may be used as a match. Match funds will require documentation in the close-out of the grant.

Realistic Budget. Describe how you arrived at realistic budget estimates for the proposed work plan. Talk to a consultant for project breakdown and costs per task. Who provided estimates? What assumptions did you make about costs? What similar projects have you conducted that informed this budget?

Upload the Budget Documentation in the box provided. This could be a cost estimate from a consultant, an itemized list of materials and equipment, or other documentation in support of the proposed budget numbers.

A realistic work plan and budget is a crucial component of the competitive criteria, and good budget documentation helps to justify the costs proposed in the budget. For any uploads beyond what is included in the Budget Documentation box, please use the Application Attachments form.

If you do mail budget documentation, check "Mailed to DHCD." (See mailing address on final page of this document.)

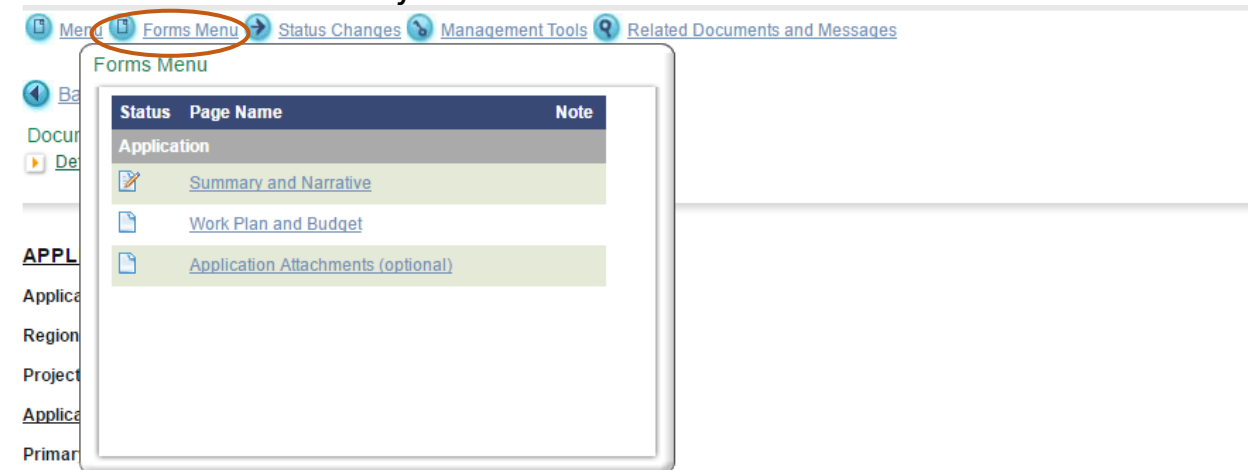
Accounting

Responses to these questions are used for administrative purposes only, as part of a required risk assessment, and will not impact the competitiveness of your application.

Be sure to SAVE your work before moving on to another form.

Move on to the Work Plan and Budget Form by using the Forms Menu at the top of the page.

Look for this in the online system:



Application Attachments Form

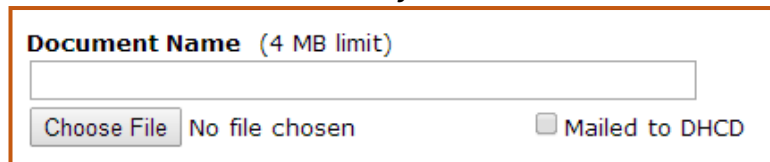
For additional supporting documents, use the “Application Attachments” form. (4 MB upload limit)

Types of documents that might be uploaded on this page include answers to questions on the Summary and Narrative page that require more than 4,000 characters (especially for consortium applications), and multiple cost estimates or explanations of expenses.

Please do not upload large documents such as an entire town plan or reports containing extensive data. If submitting maps or other graphics to illustrate information pertinent to the grant application, please use a commonly available format like PDF or JPG and compress the file, if possible.

There are five document uploads (or mailings) available on this form. If you require more upload fields, enter the first five and then save. The system will then add an additional five rows. If mailing documents, name them in the Document Name box provided and select “mailed to DHCD” and SAVE.

Look for this in the online system:

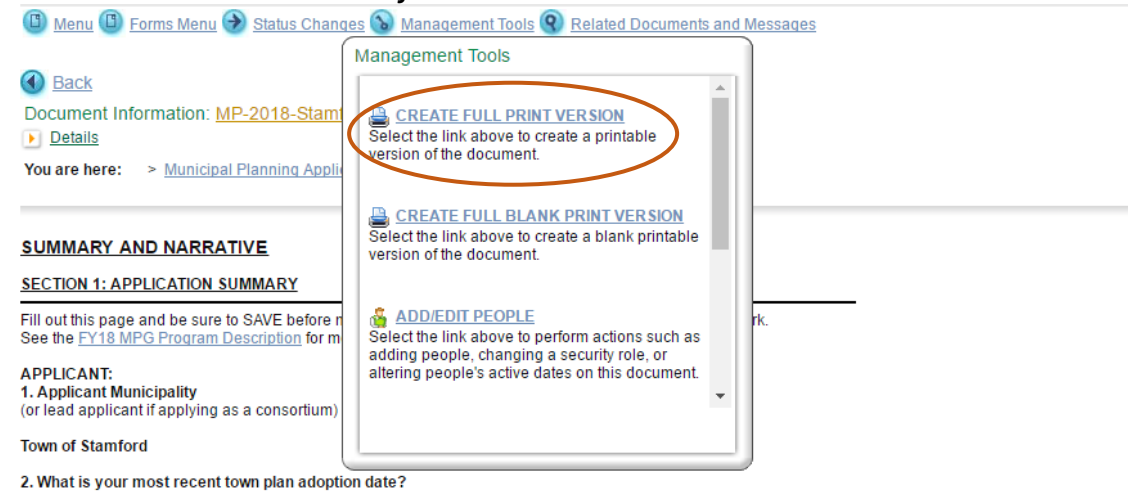


The screenshot shows a form field labeled "Document Name (4 MB limit)" with an empty text input box below it. Below the input box are two buttons: "Choose File" and "No file chosen". To the right of these buttons is a checkbox labeled "Mailed to DHCD".

Completing and Submitting Your Application

Viewing Your Completed Application. Once you have completed your application, you have the option to view it as a PDF. Use the Management Tools link in the menu to “Create Full Blank Print Version”. Your PDF will contain completed and SAVED application pages only. Uploaded attachments will show as the “Document Name” only.

Look for this in the online system:



The screenshot shows the online application system interface. At the top, there is a navigation menu with links: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below the menu, there is a "Back" link and "Document Information: MP-2018-Stamford" with a "Details" link. A breadcrumb trail shows "You are here: > Municipal Planning Application". The main content area is titled "SUMMARY AND NARRATIVE" and "SECTION 1: APPLICATION SUMMARY". Below this, there is a "Management Tools" pop-up window. The "Management Tools" window has three options: "CREATE FULL PRINT VERSION" (circled in red), "CREATE FULL BLANK PRINT VERSION", and "ADD/EDIT PEOPLE". The "CREATE FULL PRINT VERSION" option includes the text "Select the link above to create a printable version of the document." The "CREATE FULL BLANK PRINT VERSION" option includes the text "Select the link above to create a blank printable version of the document." The "ADD/EDIT PEOPLE" option includes the text "Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document." Below the "Management Tools" window, the form content is partially visible, showing "APPLICANT: 1. Applicant Municipality (or lead applicant if applying as a consortium) Town of Stamford" and "2. What is your most recent town plan adoption date?"

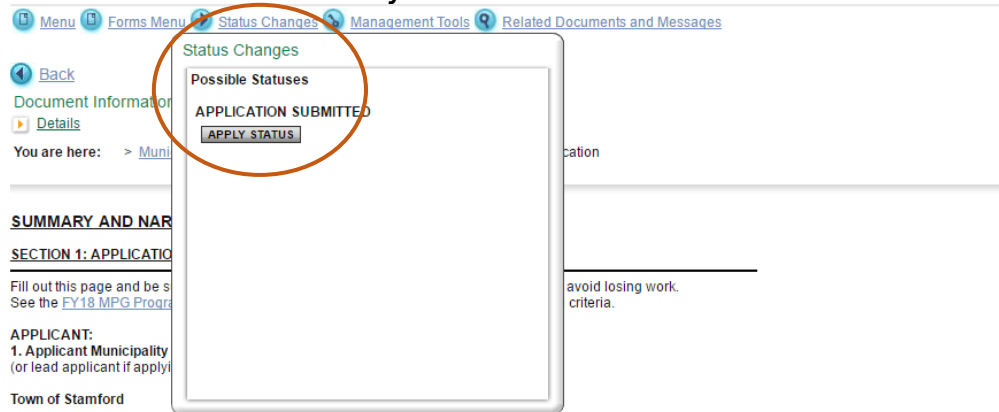
Checking for Errors. You may check your document for submission errors throughout the writing process (they will also appear at the top of each individual form page when you click save). This option will alert you if there are any required items that are missing from your application. Under the “Management Tools” menu select “Check for Errors.” A list of pages with errors will appear. Click the highlighted form to go directly to the page with errors and make corrections. SAVE corrections on each page.

Attention. If there are missing required items, the system will **not** allow you to submit an incomplete application. Error Checking in advance will help minimize the possibility of receiving error messages at the time of submission. If you have questions about any error messages that you are receiving, please contact us.

Electronically Submitting Your Application. Both the Municipal/Authorizing Official for your municipality and the Grant Administrator roles are authorized to electronically submit your application. Submit only when the application is complete, no more changes are required, and all error messages have been addressed.

Submit the application by using the Status Changes section of the menu. Click the “Apply Status” button beneath the “Application Submitted” option.

Look for this in the online system:



If any errors exist in the application, they will appear at that time and they must be fixed before the application can be submitted. If no errors exist, you will be prompted to confirm the decision to submit by clicking “I agree.”

Please Note: We will not give consideration to mailed applications. However, if you have supporting documentation that you are unable to scan and upload, please document them on the “Application Attachments” form. Name the document and select “Mailed to DHCD,” and mail to the address below:

All mailed documents **must be postmarked by the application due date**, Monday, October 2, 2017.

Municipal Planning Grant Program
Division of Community Planning & Revitalization
One National Life Drive, 6th Floor
Montpelier, VT 05620-0501

Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY18 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds if the request is over \$8,000 (over \$15,000 for consortia);
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

- 3a. That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY*

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:
Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also **register for an account** in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS:

- E. For consortium applications, each municipality must complete a separate Resolution form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.