

Municipal Planning Grant Program

Closeout Instructions

The process of closing out your Municipal Planning Grant will include two Status Changes in the [online grants management system](#):

- 1. Submitting the close out forms/documentation** (the Municipal/Authorizing Official or Grant Administrator roles may complete this status change).
- 2. Submitting the requisition** (only the Municipal/Authorizing Official may submit the final requisition/reimbursement request).

Closeout Checklist

Please review the grant closeout requirements summarized in the checklist below. Your grant closeout will not be considered complete until all of the required items have been submitted and approved by program staff.

Final Project Narrative (must be submitted through the online system)

- Complete the Final Project Report Form (the narrative portion of the final report) in the [online grants management system](#). (Use the [Final Report Questions](#) to draft responses to questions offline first before completing the form in the online system.)

Final Product (can be submitted through the online system, by mail, or email)

- Submit copies of all final products.
- Final products should include evidence that the Municipal Planning Grant program, administered by the Department of Housing and Community Development, is credited for funding on the product itself.

Financial Documentation (can be submitted through the online system, by mail, or email)

- Submit summary ledger. Please use the [summary ledger template](#) or a similar model to provide an overview of all project related financial transactions.
- Submit copies of all invoices and receipts for project expenditures.
 - Invoices and receipts must demonstrate that all grant work was completed within the grant period.
- Submit copies of all canceled checks – OR – submit a detailed transactions report including date, recipient, check numbers and amount. Report must be signed and certified by the Treasurer as true and accurate.
 - The canceled checks or detailed transactions report must demonstrate that all invoices have been paid by the municipality.

If GIS work was done with grant funds

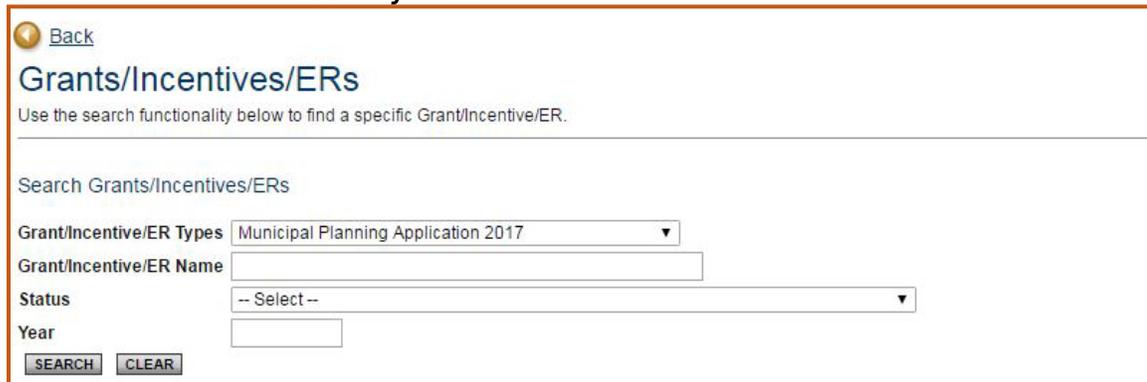
- Complete the GIS section of the Final Project Report Form in the Grants Management System.
- If new data layers were created, please confer with your consultant and have them complete the [GIS Data Form](#) and submit new data layers.

Complete and Submit the Closeout Documentation

Navigating to Your Grant

1. Log on to the online grants management system <https://grants.accd.vermont.gov>
2. Open your Municipal Planning Grant by clicking the “Grants/Incentives/ERs” tab at the top of the screen.
3. Select “Municipal Planning Application 20XX” as the type from the top drop down menu, leave all other search fields empty/blank, and click the search button.

Look for this in the online system:



The screenshot shows a search interface for Grants/Incentives/ERs. At the top left is a 'Back' button. The title is 'Grants/Incentives/ERs' with a subtitle 'Use the search functionality below to find a specific Grant/Incentive/ER.' Below this is a search bar labeled 'Search Grants/Incentives/ERs'. There are four search criteria: 'Grant/Incentive/ER Types' (a dropdown menu with 'Municipal Planning Application 2017' selected), 'Grant/Incentive/ER Name' (a text input field), 'Status' (a dropdown menu with '-- Select --' selected), and 'Year' (a text input field). At the bottom are 'SEARCH' and 'CLEAR' buttons.

4. Select the name of your grant from the search results. (The grant name will begin with the letters MP followed by the fiscal year, municipality name, and five-digit grant identification number. The current status should be “Grant Awarded.” Ex: MP-2016-Waterford-00007.)

Look for this in the online system:



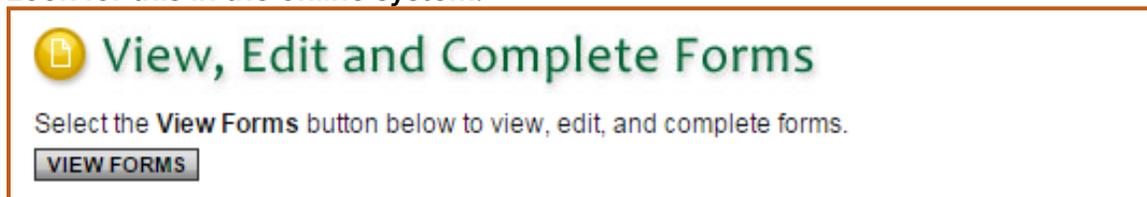
The screenshot shows a table with one result. Above the table is the text 'Number of Results 1'. The table has five columns: Document Type, Organization, Name, Current Status, and Year. The row contains: Municipal Planning Application FY17, Town of Whiting, MP-2017-Whiting-00004, Application Submitted, and 2017.

Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY17	Town of Whiting	MP-2017-Whiting-00004	Application Submitted	2017

Completing the Final Project Report Form

1. At the top of the Municipal Planning Application Menu, look for the “View, Edit and Complete Forms” section. Click the “View Forms” button.

Look for this in the online system:



The screenshot shows a section titled 'View, Edit and Complete Forms' with a document icon. Below the title is the text 'Select the View Forms button below to view, edit, and complete forms.' At the bottom is a 'VIEW FORMS' button.

2. Scroll to the bottom of the Forms list, to the Closeout Section, and select the Final Project Report form.

Look for this in the online system:



The screenshot shows a section titled 'Closeout' with a list of three items, each with a document icon: 'Final Project Report', 'Closeout Documentation', and 'Closeout Administration'.

Closeout	
Final Project Report	
Closeout Documentation	
Closeout Administration	

- Complete the Final Project Report Form, responding to all required questions marked with a red asterisk, and be sure to click the SAVE button at the top of the page before moving on.

Upload Supporting Documentation to the Online System

Required documentation, including financial materials, the final product, and GIS forms and files can be uploaded in the online system, mailed or emailed to Department staff. To upload the supporting documentation to the online system:

- Use the steps described above to navigate to your grant and to the Forms list. Select the Closeout Documentation form from the form list.

Or, if you are already in the grant, on the Final Project Report form, use the “Navigating Links” at the bottom of the page and select the Closeout Documentation form. (Be sure to click the save button at the top of the page before using the navigation links.)

Look for this in the online system:

Navigation Links				
Status	Page Name	Note	Created By	Last Modified By
	Final Project Report			
	Closeout Documentation			
	Closeout Administration			

- The Closeout Documentation form will allow you to upload documents to submit along with the Final Project Report. Using the “Grantee Attachments” column, give each file a name and then use the “Choose File” button to browse your computer and select the file you would like to upload. As with all forms, be sure to click the SAVE button at the top of the page when you are done.

Please keep in mind that, per your grant agreement, **all** products of the grant will credit the “Municipal Planning Grant Program, as administered by the Department of Housing and Community Development,” for funding.

Electronically Submit Your Grant Close Out

Both the Municipal/Authorizing Official and Grant Administrator roles can electronically submit the grant closeout in the online system.

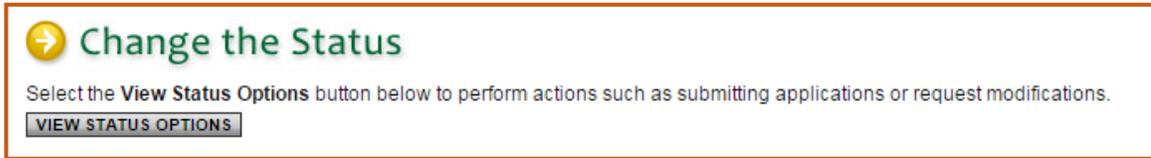
- Use the steps above to navigate to your Municipal Planning Grant in the online system. If you are on the Final Project Report form or Closeout Documentation form, use the “Document Information” link or “Municipal Planning Application FYXX Menu” link at the top of the form page to navigate to the main menu.

Look for this in the online system:

Document Information: MP-2016-Bennington-00036
Details
You are here: > Municipal Planning Application FY16 Menu > Forms Menu

- Once on the application main menu, click on the “View Status Options” button in the “Change the Status” section of the Grant Menu.

Look for this in the online system:



3. Click the “Apply Status” button beneath the “Closeout Documentation Submitted” option, then click “I agree” to submit. You will receive a system email notifying you that the closeout was successfully submitted.

Look for this in the online system:



CAUTION: Once the status has been changed, you will no longer be able to save new information on the forms.

Complete and Submit the Final Requisition

1. Please reference the steps outlined in the [Requisition Instructions](#).
2. An Administrator can create and complete a requisition, making it submission-ready, but **only the Municipal/Authorizing Official role (M/AO) can electronically submit it.**
3. Any funds received but not expended must be returned along with your closeout, and the check made payable to the State of Vermont.

You will receive a system email when a status is changed successfully. Final Reports and Grant Closeouts are reviewed in the order they are received. Department staff will contact you directly with any questions about the closeout. You will receive automatic emails from the online system notifying you that the grant has been officially closed and that the final requisition request has been approved.

Troubleshooting

If you didn't receive a status change email, but the online grant system reflects that your grant or requisition has changed status, please check your personal contact information to update your email address or contact Department staff at annina.seiler@vermont.gov or 802-828-1948 to check on the status of your requisition and/or Closeout submission.

All required documentation may be uploaded in the Grants Management System, mailed to DHCD or emailed to annina.seiler@vermont.gov.