Vermont Community Development Program

Grants Management Compliance Symposium

October 17, 2019

VERMONT

Vermont Community Development Program

Understanding the Grant Agreement

Ann Karlene Kroll, Director of Grants Management

Dale Ellen Azaria, General Counsel

October 17, 2019

VERMONT

Learning Objectives

- Overview of VCDP Program
- How to read, understand, and use your Grant Agreement – it's meant to be useful!

VERMONT

Vermont Community Development Program

VCDP Overview

Ann Karlene Kroll, Director of Grants Management

October 17, 2019

VERMONT

Vermont Community Development Program

Vermont Community Development Program

Federal Funds

ACCD/DHCD (Federal Grantee)

ACCD/DHCD receives and administers Community Development Block Grants (CDBG)

allocated to the State of Vermont by the U.S. Department of Housing & Urban Development (HUD)

CDBG Funds $

Vermont Municipalities (State Grantee, Subrecipient of Federal Funds)

VERMONT

Vermont Community Development Program

- **Federally Funded Programs**
  Housing and Urban Development (HUD) to State of Vermont
- **Community Development Block Grants (CDBG)**
  Primarily benefit Low and Moderate Income (LMI) persons
- **Regular CDBG Program since 1983**
  Approximately $6.8M annually

Why Access VCDP?

Community Needs:

- **Housing**
- **Economic Development (jobs)**
- **Public Facilities**
- **Public Services**
- **Handicap Accessibility Modifications**

Who's Eligible?

Vermont Municipalities
except Burlington (Entitlement)

For Profit/Non-Profit Entities
through municipalities only

VERMONT

What's Eligible?

Housing, economic development and other community development projects to benefit primarily low-to-moderate income persons, with the exception of:

- Fire/Police/Ambulance
- Public Schools
- General Municipal Government Operations

What's Eligible?

A Project must meet at least 1 National Objective:

1. **Benefit Low & Moderate Income Persons**
2. **Urgent Need**
3. **Slums/Blight**

…And at Least 1 State Objective (10 V.S.A. § 682(b)(2)):

1. **Housing**
2. **Employment**
3. **Public Facilities**

VERMONT

What's Eligible?

Vermont's Consolidated Plan

Established four goals the identified priorities:

1. Increase the supply and quality of affordable housing
2. Decrease the number of people experiencing homelessness
3. Create and retain jobs
4. Strengthen communities and improve the quality of life of all Vermonters

VERMONT

Example Projects: Housing

117 PARK AVENUE
RUTLAND
(REHABILITATION)

Example Projects: Economic Development

The most easterly retention pond

Loading dock area

LEDYNAMICS,
RANDOLPH
(NEW CONSTRUCTION)

Example Projects: Public Facility

BEFORE

AFTER

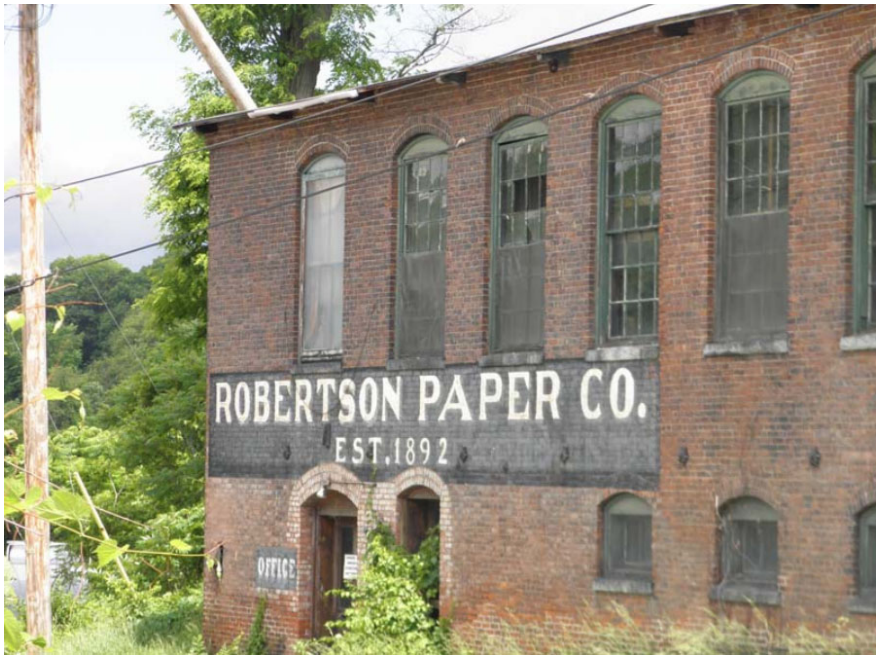
RUTLAND, SOUTHERN VERMONT COUNCIL ON AGING (REHABILITATION)

Example Projects: Accessibility Modification

ROYALTON MEMORIAL LIBRARY
(IN PROCESS)

Example Projects: Slums & Blight (Brownfields)

ROBERTSON PAPERMILL, ROCKINGHAM
(IN PROCESS)



Vermont Community Development Program

Understanding the Grant Agreement

Dale Ellen Azaria, General Counsel

October 17, 2019

VERMONT

Grant Agreement: Purpose and Sources

- **Describes the Project**
  - Application
  - Staff Analysis
  - Community Development Board Recommendations
- **Identifies the legal requirements**
  - ***Uniform Guidance*** (applies to all Federally-funded Grants)
  - ***State Bulletin 5*** (applies to all State Grants)
  - ***HUD Regulations***

VERMONT

Grant Agreement: Sections

- Part 1 – Grant Award Detail
- Part 2 – Standard Grant Agreement
- Attachment A – Scope of Work and Special Conditions
- Attachment B – Payment Provisions and Project Budget
- Attachment C – Standard State Provisions
- Attachment D – CDBG Standard Provisions
- Attachment E – Certifications and Assurances

VERMONT

Grant Agreement: Part 1

Compliance with Uniform Guidance (and State Bulletin 5)

- Award Amount
- Award Start Date
- Award End Date ("Completion")
- Contact Information
- Other information required by Uniform Guidance

STATE OF VERMONT GRANT AGREEMENT — **Part 1 - Grant Award Detail**

SECTION I - GENERAL GRANT INFORMATION

1 Grant #:
2 Original ____ Amendment # ____
3 Grant Title:
4 Amount Previously Awarded: $ 0.00
5 Amount Awarded This Action: $ 0.00
6 Total Award Amount: $ 0.00
7 Award Start Date:
8 Award End Date:
9 Subrecipient Award: YES ☒ NO ☐
10 Vendor #:
11 Grantee Name:
12 Grantee Address:
13 City:
14 State:
15 Zip Code:
16 State Granting Agency: Agency of Commerce and Community Development-DHCD
17 Business Unit: 07110
18 Performance Measures: YES ☒ NO ☐
19 Match/In-Kind: $ _____ Description: See Attachment B - Payment Provisions and Project Budget, 4. Sources and Uses
20 *If this action is an amendment, the following is amended:*
Amount: ☐ Funding Allocation: ☐ Performance Period: ☐ Scope of Work: ☐ Other: ☐

SECTION II - SUBRECIPIENT AWARD INFORMATION

21 Grantee DUNS #:
22 Indirect Rate: 0 % (Approved rate or de minimis 10%)
23 FFATA: YES ☒ NO ☐
24 Grantee Fiscal Year End Month (MM format):
25 R&D: ☐
26 DUNS Registered Name *(if different than VISION Vendor Name in Box 11)*:

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	27 Awarded Previously	28 Award This Action	29 Cumulative Award	30 Special & Other Fund Descriptions
General Fund	$0.00	$0.00	$0.00	
Special Fund	$0.00	$0.00	$0.00	
Global Commitment (non-subrecipient funds)	$0.00	$0.00	$0.00	
Other State Funds	$0.00	$0.00	$0.00	

FEDERAL FUNDS *(includes subrecipient Global Commitment funds)*

31 CFDA #	32 Program Title	33 Awarded Previously	34 Award This Action	35 Cumulative Award	Required Federal Award Information: 36 FAIN	37 Federal Award Date	38 Total Federal Award
14.228	Community Development Block Grant (CDBG)	$0.00	$0.00	$0.00	B-15-DC-50-0001		$0.00
39 Federal Awarding Agency: U.S. Department of Housing and Urban Development (HUD)			40 Federal Award Project Descr: CDBG FY				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		$0.00	$0.00	$0.00			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Julia Connell/Nathan Cleveland/Patrick Scheld	NAME:
TITLE: Community Development Specialist	TITLE:
PHONE: 802-828-5215/585-5659/828-1365	PHONE:
EMAIL: @vermont.gov	EMAIL:

Grant Agreement: Part 2

- Compliance with Bulletin 5
- E911 Address
- Federal ID Number
- E-signatures

STATE OF VERMONT GRANT AGREEMENT **Part 2 – Standard Grant Agreement**

GRANT AGREEMENT # 07110-

1. **Parties:** This is a Grant Agreement between State of Vermont Agency of Commerce and Community Development (hereinafter called "State" or "Agency") and (Municipality/Organization) with principal place of business at (Municipality/Organization 911 Address) (hereinafter called "Grantee"). It is the grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number. The grantee is required by law to have a Federal ID# and it is { }.

2. **Subject Matter:** The subject matter of this Grant Agreement is Community Development Block Grant.

3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.

4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.

5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice as provided in Attachment C, Section 27 or Attachment D, Sections XVI and XVII.

6. **Attachments:** This Grant consists of _____ pages including the following attachments that are incorporated herein:

Attachment A – Scope of Work to Be Performed and Special Conditions
Attachment B – Payment Provisions and Project Budget
Attachment C – Customary State Grant Provisions
Attachment D – Other Provisions (CDBG Standard Provisions)
Attachment E – Certifications

NOTE: Signatures blocks have been omitted because document will use e-signing technology in lieu of signatures.

Grant Agreement: Attachment A

Scope of Work and Special Conditions

- Definitions (Key parties)
- Project Description
  - Activities
- National Objectives (benefit)
- Special Conditions
  - Interim requirements
- Subgrant, Loan, Employment Agreement
- Program Income, Closeout Agreement

Grant Agreement: Attachment B

Payment Provisions and Project Budget

- Requisition requirements
- Progress report schedule
- Agency will not pay more than the total award!
- Budget, including Activities
  - All Sources

VERMONT

Grant Agreement: Attachment C

Compliance with Bulletin 5

- Insurance (8)
- Reliance on Representations (9)
- False Claims: (10)
- Whistleblower: (11)
- Records available for Audit: (13)

VERMONT

Grant Agreement: Attachment C, Cont.

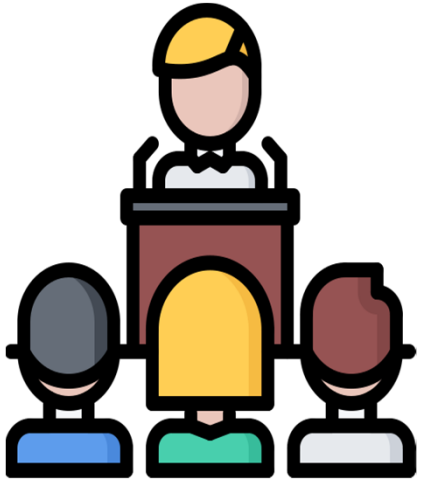
- Sub-agreements (19)
- Debarment (22)
- Termination (27)
- Single Audit: (31.A)
- Internal Controls: (31.B)

VERMONT

Grant Agreement: Attachment D

Compliance with HUD Regulations (mostly)

- Liability of Grantee: II.B
- Final Public Hearing: II.E
- Publicity: II.F
- Requisitions: IV
- Financial Management: VI
- Procurement: VII (including Davis Bacon)
- Audits: XII
- Retention of Records: XIV
- Budget Revisions and Amendments: XIX



Grant Agreement: Attachment E

Certifications and Assurances

- Commitments by the municipality
  - Debarment – State and Federal
  - Legal Authority
  - Benefit to Low and Moderate-Income Individuals
  - Citizen information (public hearing and opportunity to review application)

VERMONT

Grant Agreement: Attachment E cont'd

- Laws that you must comply with
  - Labor and Equal Employment
  - Environmental, Historic Preservation, and Lead Paint
  - Uniform Relocation Assistance & Real Properties Acquisition
  - Americans with Disabilities Act, Accessibility
  - Fair Housing, Equal Opportunity
  - Drug Free Workplace

EQUAL HOUSING OPPORTUNITY

VERMONT

Grant Agreement Helpful Tips

- Read the Grant Agreement - *THOROUGHLY*
- Respond to the Draft Agreement with any edits
  - Change status in GEARS
- PM-1 must be signed <u>before</u> the Grant Agreement
  - Upload into GEARS
- Grant Agreement is e-signed by the Municipal Official
- Change the status in GEARS to "Grant Agreement Accepted"
- Special Conditions must be met before $$$ flow

Vermont Community Development Program

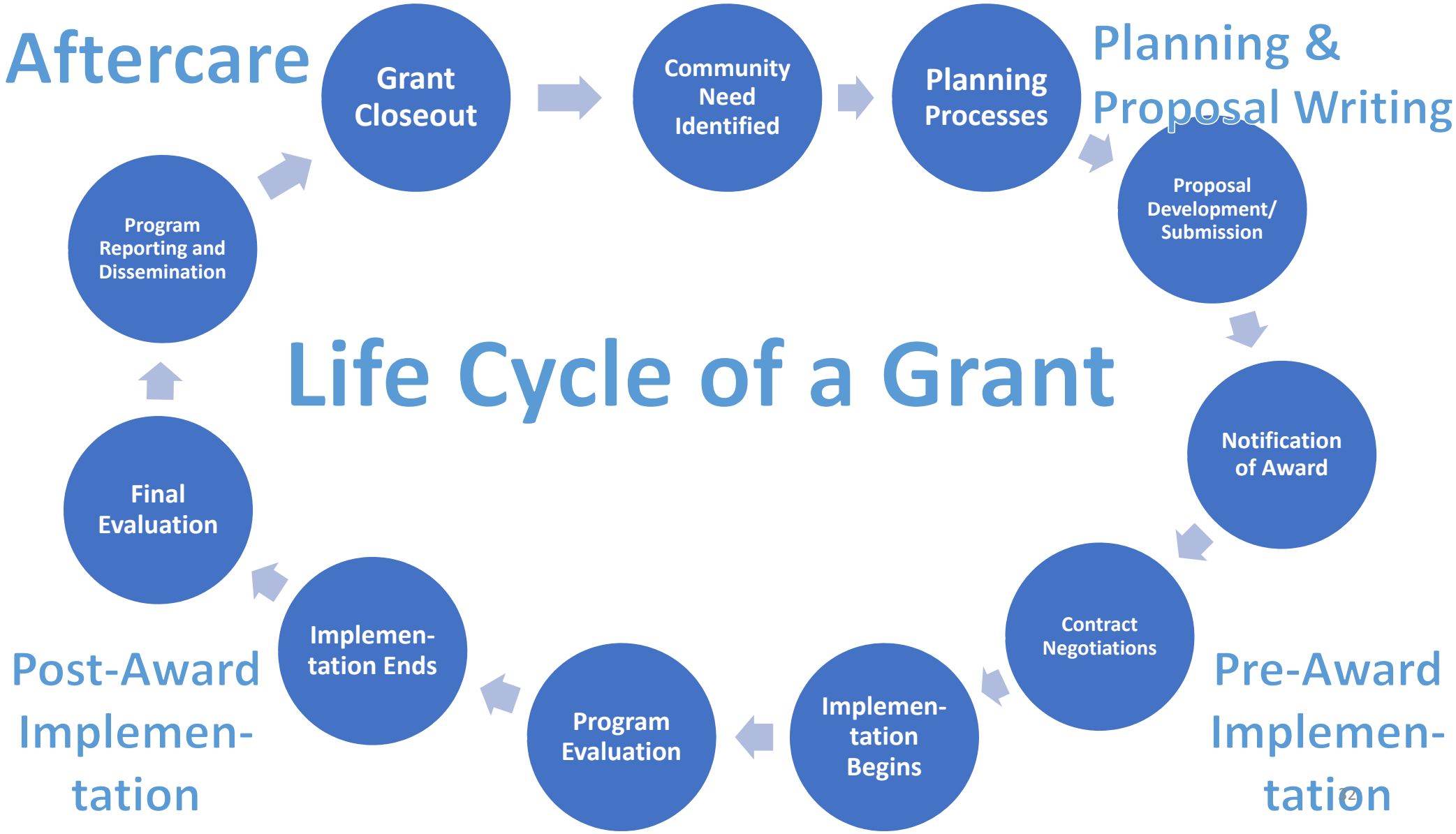
Grants Overview / Today's Topics

Ann Karlene Kroll, Director of Grants Management

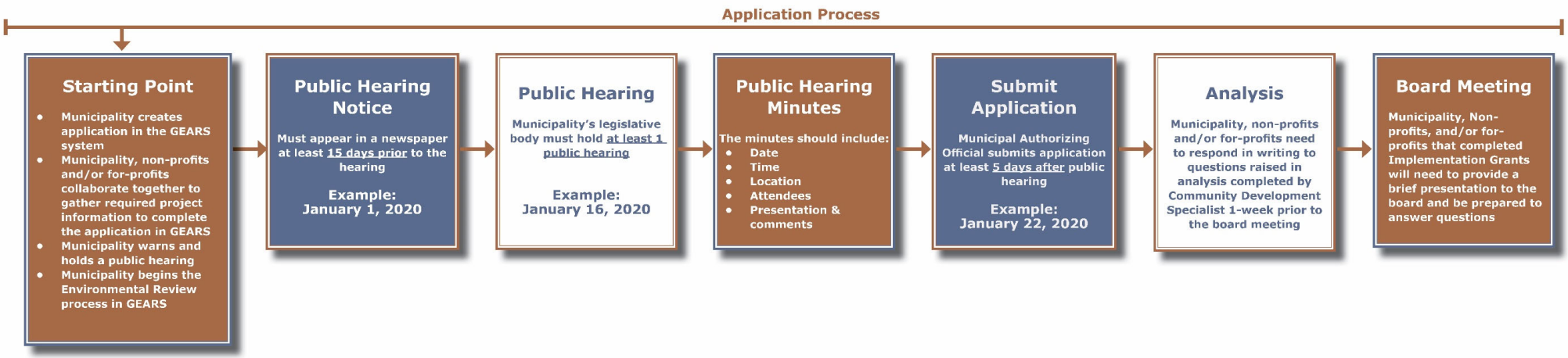
October 17, 2019

VERMONT

Life Cycle of a Grant

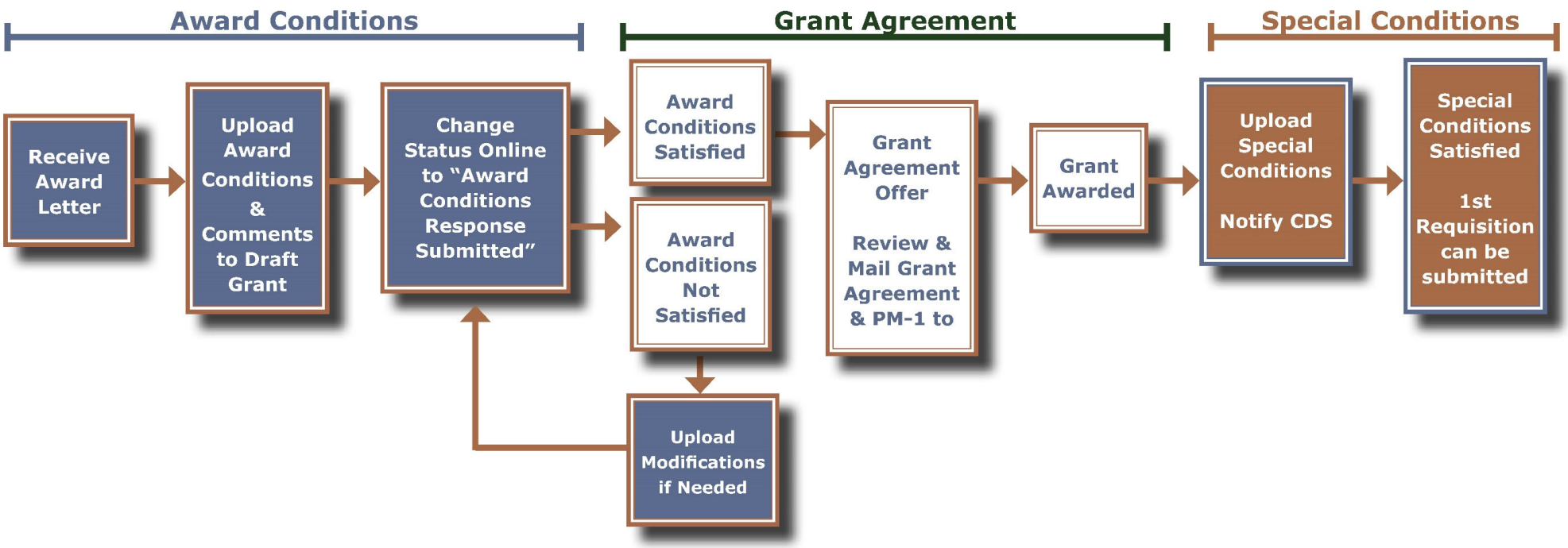


Application Process



Flow Chart included as a Handout

Getting a Grant Agreement



Flow Chart included as a Handout

Project Period

Project Period - Concurrent Tasks

Davis Bacon (If Applicable)

- Wage Decision Rates which can be found at https://wdolhome.sam.gov/
- Please contact GMS staff if questions as to what WDR to use
- Certified payrolls are reviewed at the time of monitoring (should be collected weekly)
- Davis Bacon poster WH-1321 must be displayed in public view at worksite

Progress Reports

- Begin prior to execution of a Grant Agreement
- Due every six months
- Will be sent back for modifications if there are any issues with the information that has been submitted

Requisitions

- Requisitions
- Eligible to requisition after grant award and special conditions are satisfied
- Grantee bank account information must be provided to CD Specialist at least two weeks prior to submitting your first requisition
- Requisition throughout project implementation as costs are incurred (preferably monthly)
- Requisition all pre-award costs immediately after all Special Conditions have been satisfied

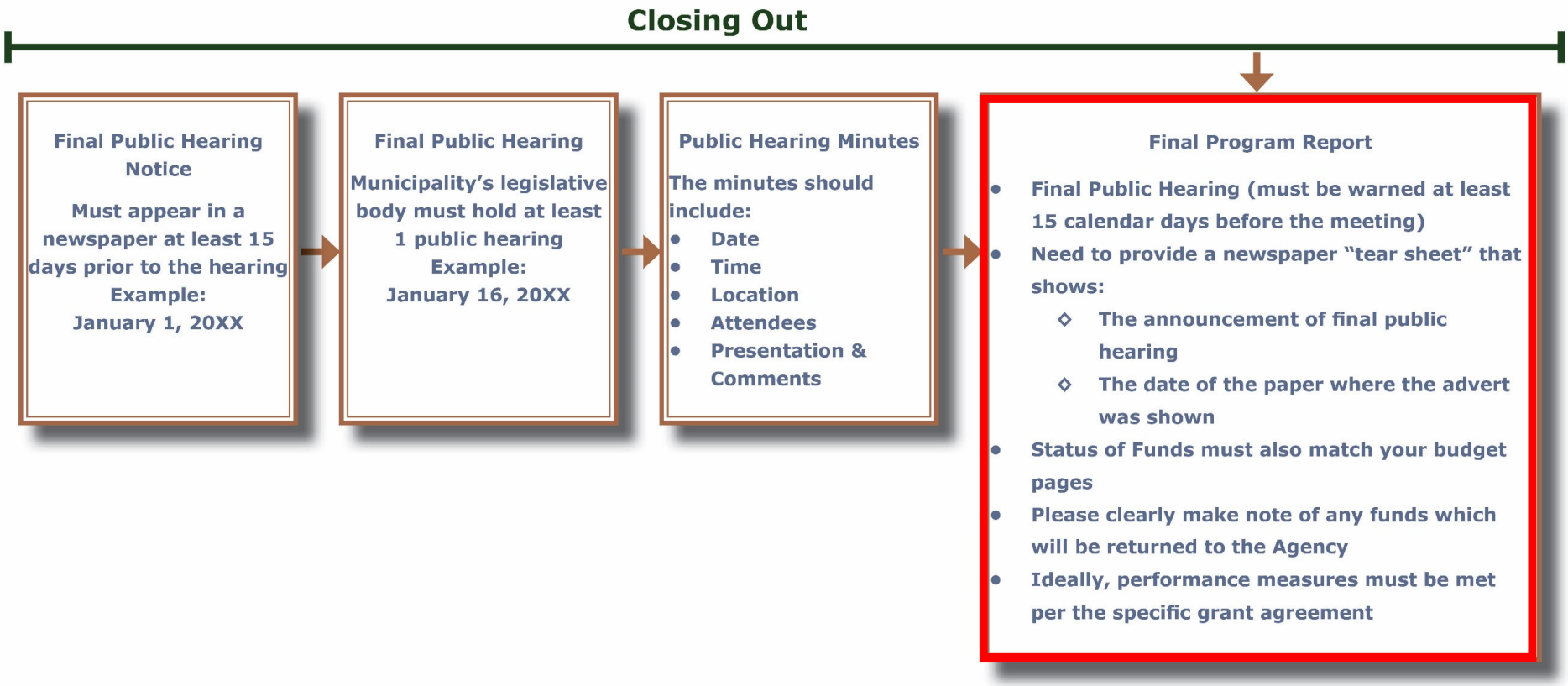
On Site Monitoring

- Ideally, performed after the project has requisitioned and is at 50% project completion
- VCDP Staff will come to the project location to monitor both the municipality and subgrantee or borrower
- VCDP Staff will be in communication on scheduling and how to prepare for a successful monitoring visit

Audit Requirements

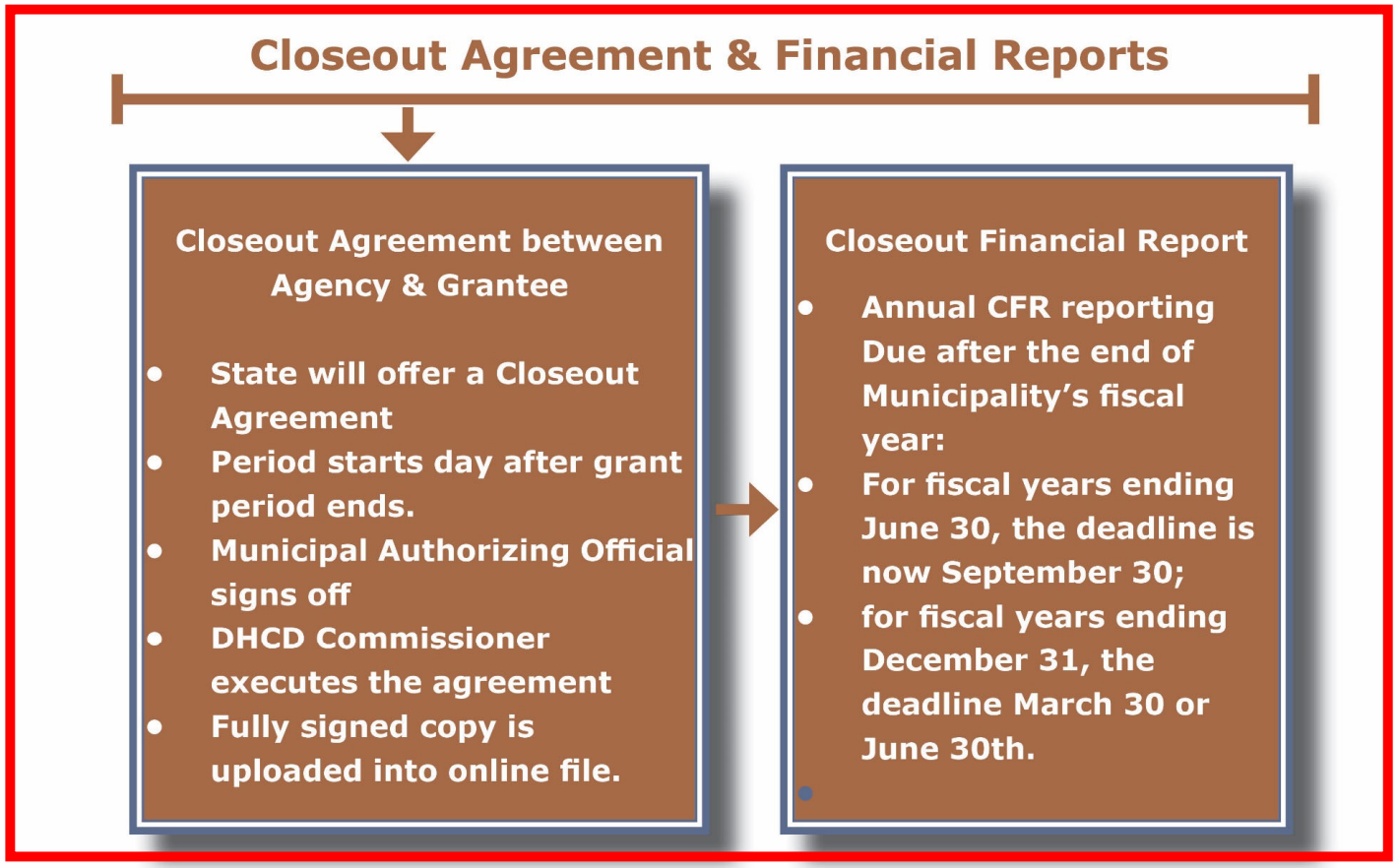
- Submit completed Subrecipient Annual Report to VT Finance & Management, reporting all federal expenditures during fiscal year.
- If Single Audit required, properly procure Auditor.
- Complete Single Audits as required.

Closing Out



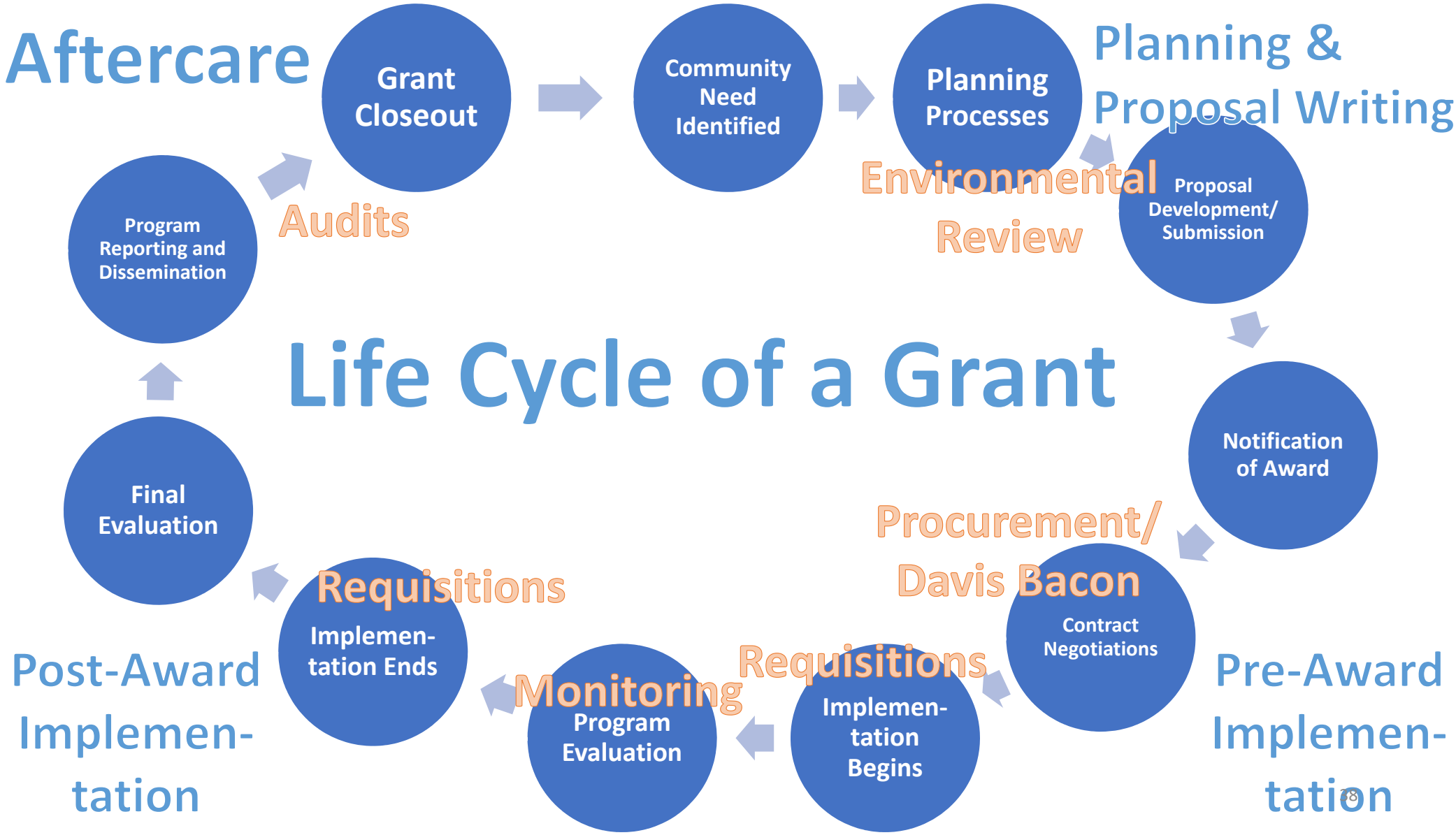
Flow Chart included as a Handout

Closeout Agreement (if applicable)



Flow Chart included as a Handout

Life Cycle of a Grant



Vermont Community Development Program

GEARS Overview for Grantees

Quin Mann, Environmental Officer

October 17, 2019

VERMONT

Learning Objectives

- Understand what GEARS is and what it is used for
- Understand how GEARS is structured for the purposes of VCDP
- Learn strategies for navigating through GEARS

VERMONT

What is GEARS?

- GEARS: **<u>Grant Electronic Application & Reporting System</u>**

- GEARS is the online grants management system used by multiple State programs across multiple State Agencies. VCDP's entire grant process is carried out via GEARS including application, environmental review, execution of the grant agreement, requisitioning, progress report, monitoring, single audit, closeout agreement and financial reporting.

VERMONT

GEARS Overview for Grantees

Gaining Access to the System: Logging In

VERMONT

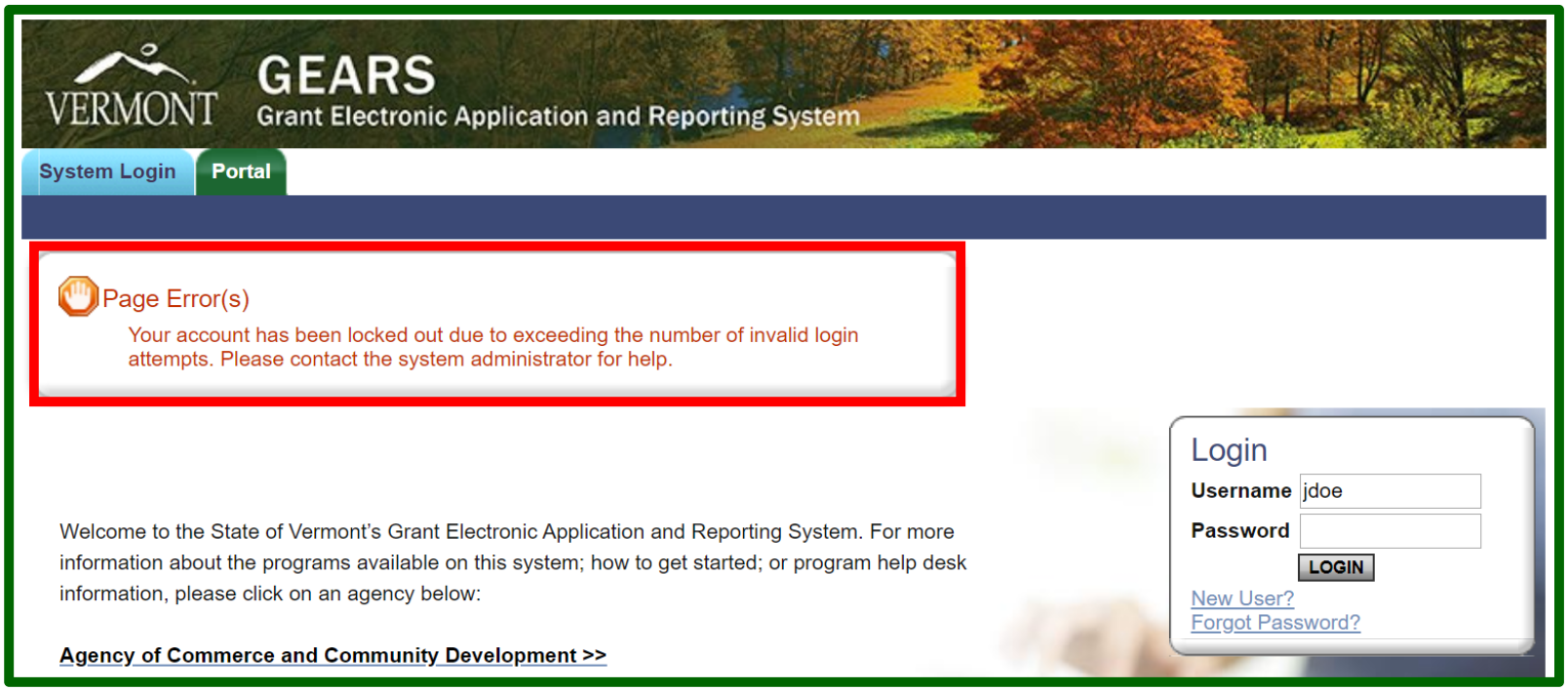
Logging On

- Login Page: https://egrants.vermont.gov/Login2.aspx

To login, simply input the “Username” & “Password” fields and select the grey “Login” button.

Getting Locked Out / Forgot Password

Getting Locked Out / Forgot Password



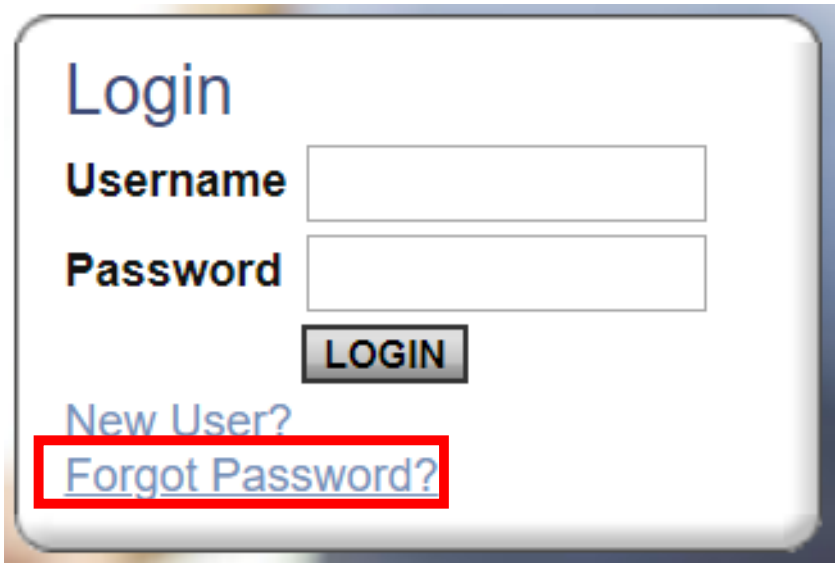
If you enter an incorrect password three times, you will receive an error message instructing you to contact the system administrator for help. Instead of contacting anyone, you will simply be locked out of the system for 20 minutes.

VERMONT

Getting Locked Out / Forgot Password

- If you know your password, wait 20 minutes before trying to log in again.

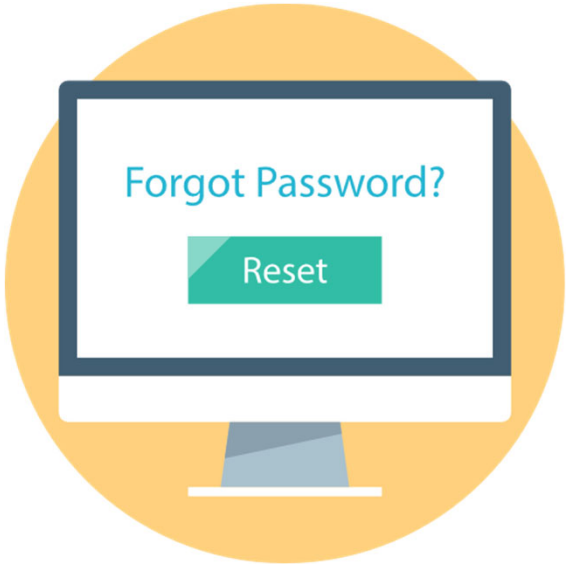
- If you have forgotten your password, select the “Forgot Password?” link found at the bottom of the Login box.



VERMONT

Getting Locked Out / Forgot Password

- **Please Note:** If you select "Forgot Password" the system will send a temporary password to the e-mail address associated with your account. **Do not simply copy/paste the password that is sent in the e-mail** (often times an extra space is added at the end when the password is copied, resulting in an incorrect password when pasted). You should manually type in the temporary password that is provided. Once you log in with the temporary password, the system will automatically prompt you to set a new password.



VERMONT

New Users

- New Users need to register and receive approval before being able to have access to the system. New Users can register by selecting the "New User?" link found at the bottom of the Login box on the GEARS Login Page

- **Please Note:** Account approval is a manual process that requires action by VCDP Staff, you will NOT automatically receive an e-mail of account approval

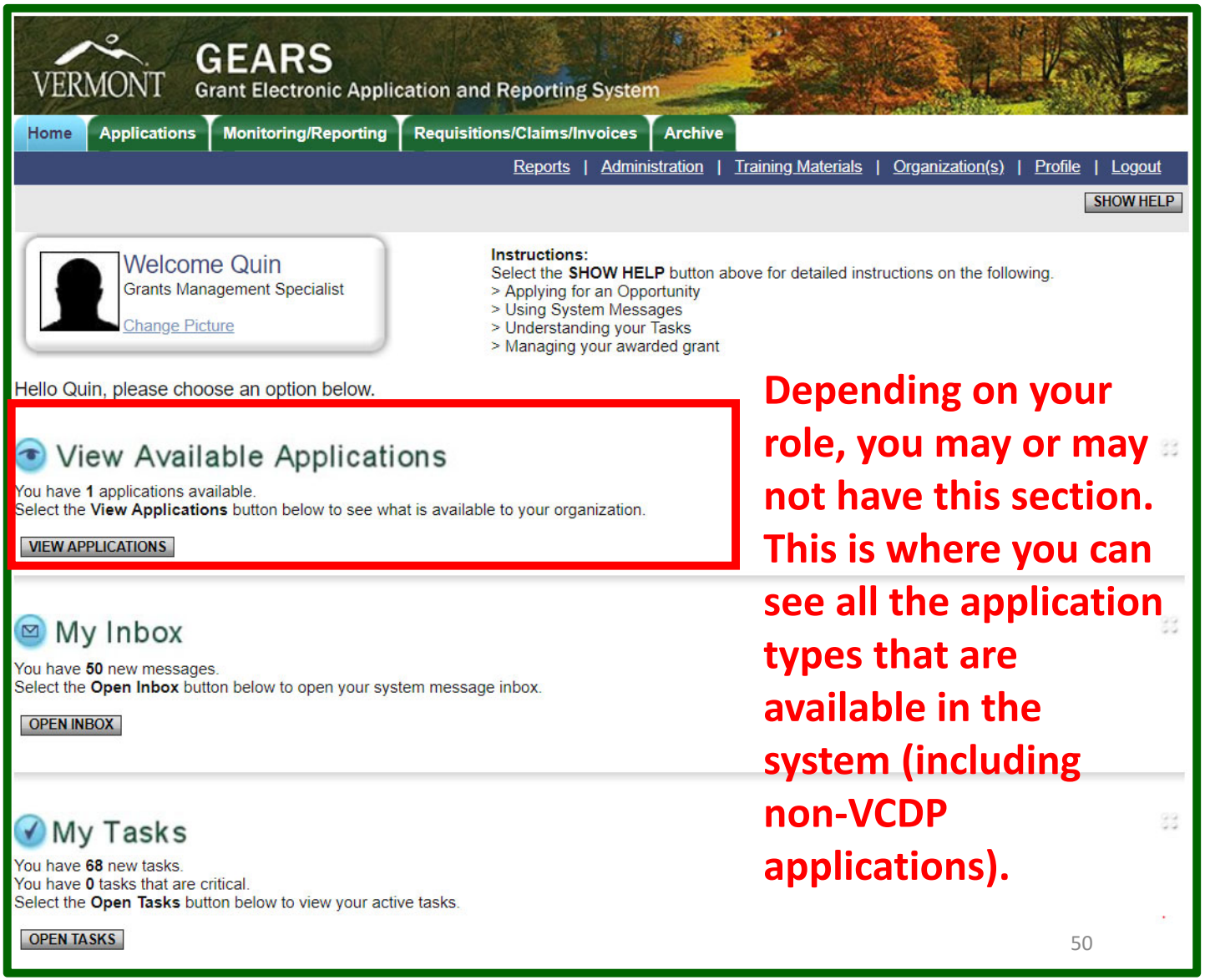
- For VCDP, all grants are awarded to municipalities; therefore, all accounts need to be associated with a municipality in order to be given access to applicable documents. **An account request will NOT be approved until a Municipal Authorizing Official has communicated with VCDP Staff that an individual may be added to the Municipality's applicable grant documents.**

GEARS Overview for Grantees

General Navigation

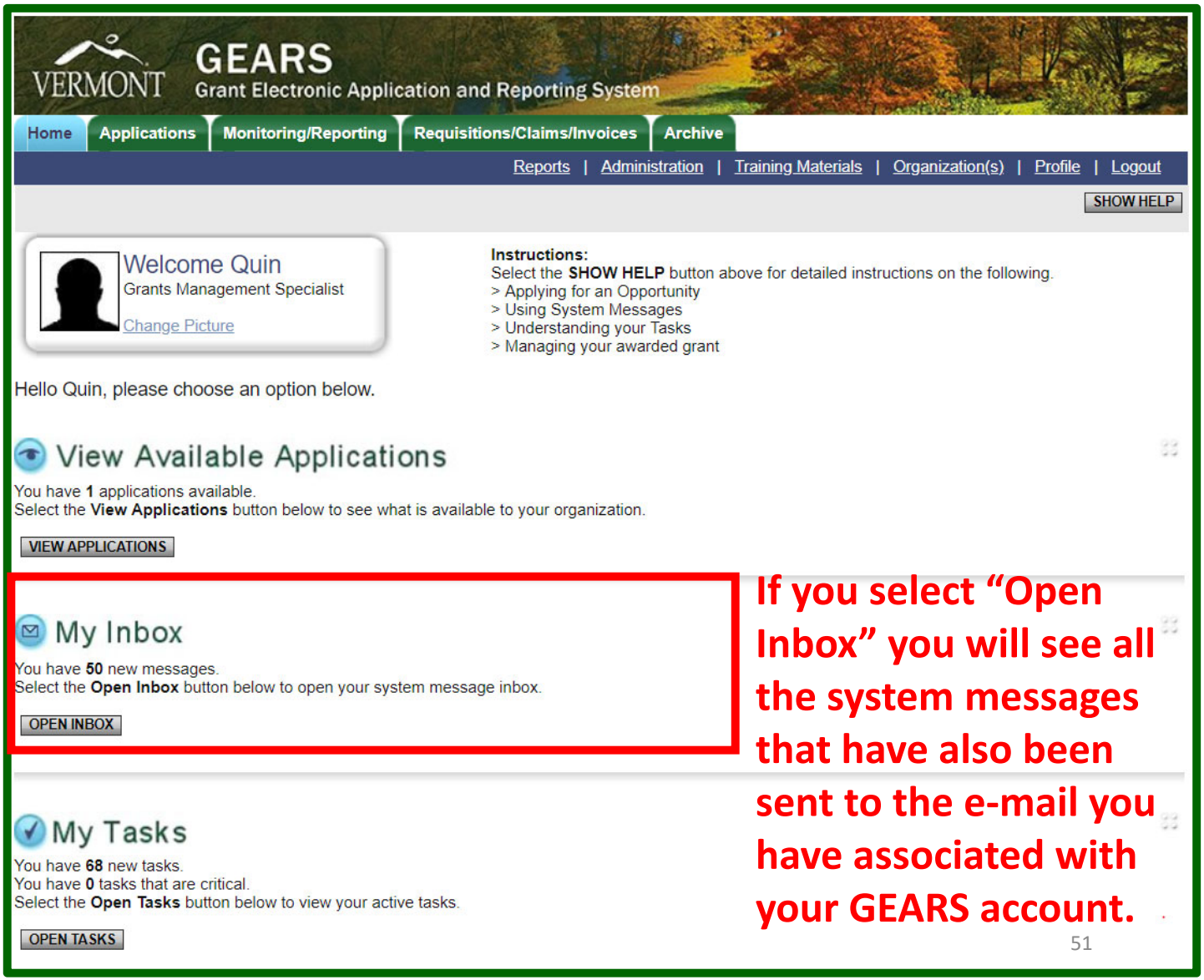
VERMONT

Main Home Screen



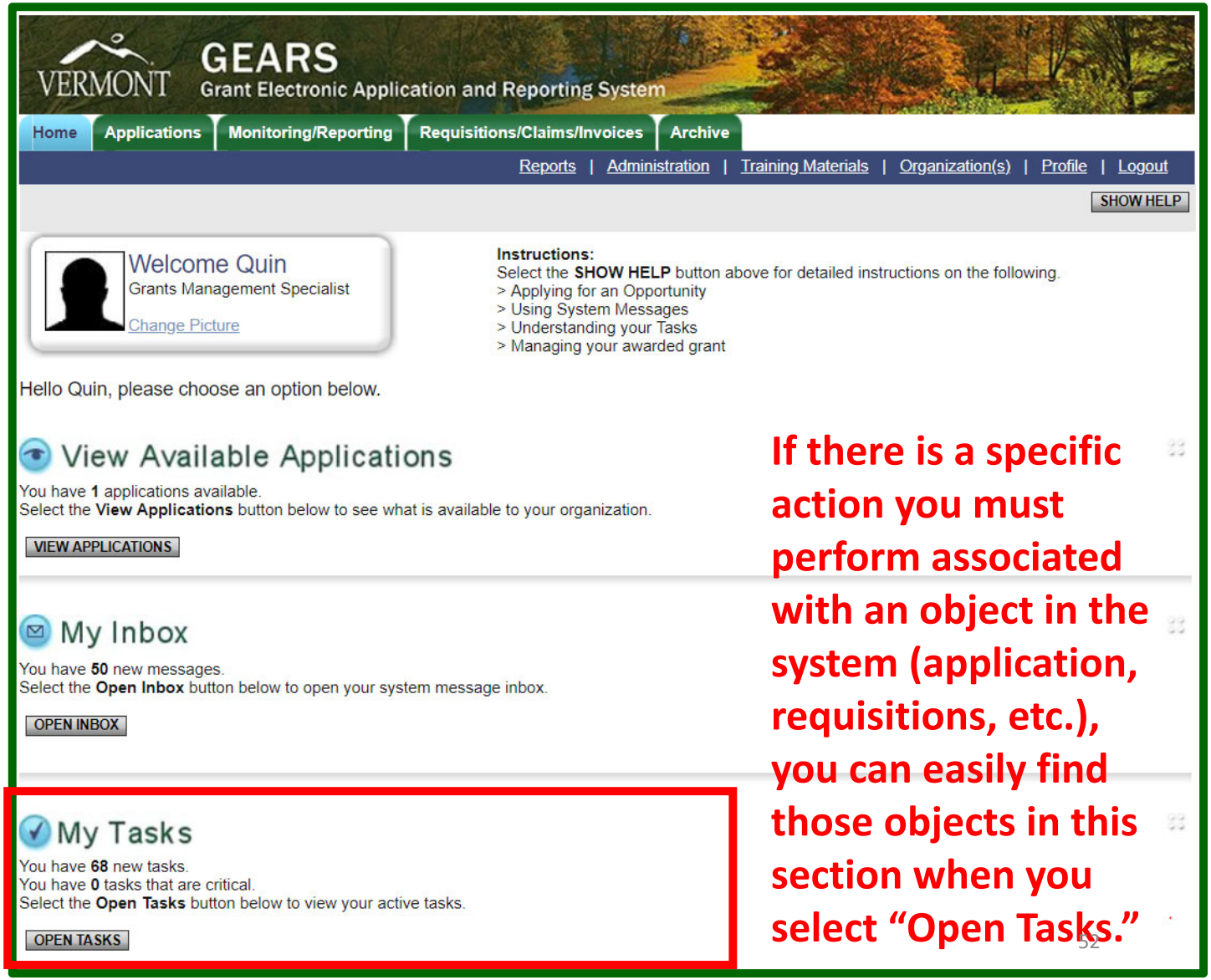
Depending on your role, you may or may not have this section. This is where you can see all the application types that are available in the system (including non-VCDP applications).

Main Home Screen



If you select "Open Inbox" you will see all the system messages that have also been sent to the e-mail you have associated with your GEARS account.

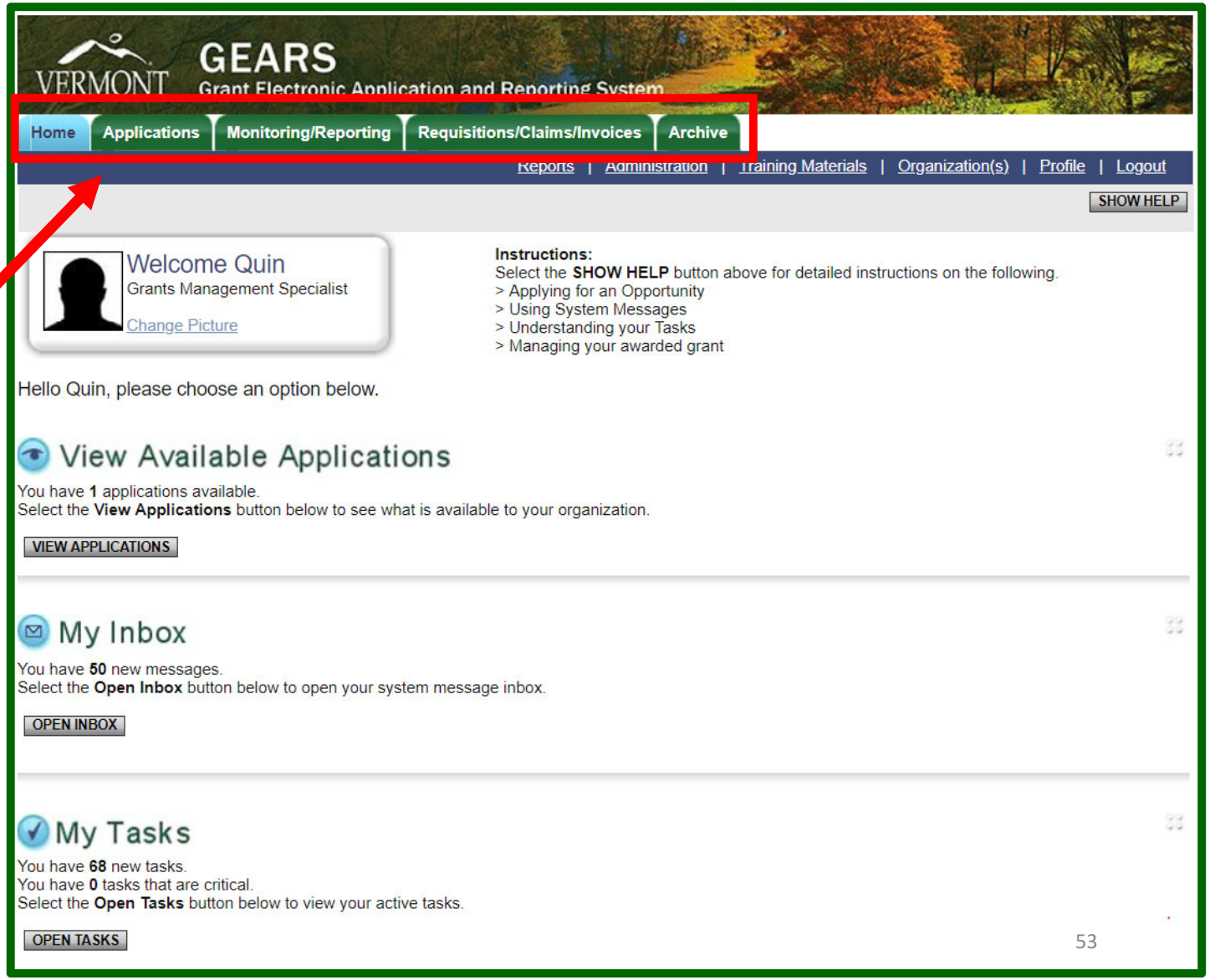
Main Home Screen



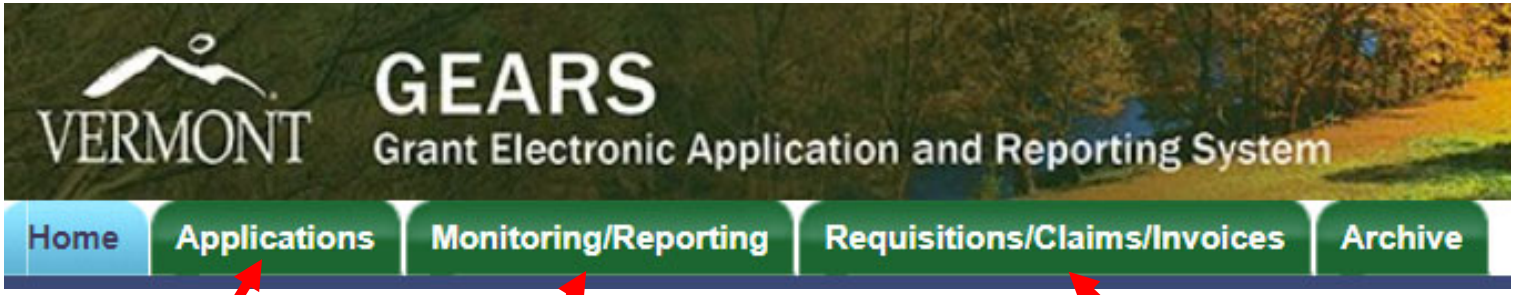
If there is a specific action you must perform associated with an object in the system (application, requisitions, etc.), you can easily find those objects in this section when you select "Open Tasks."

Main Home Screen

Using the green tabs at the top of the page is one of the primary ways to navigate through the system



What's Under Each Tab?



VCDP Applications/ Awarded Grants & VCDP Environmental Reviews

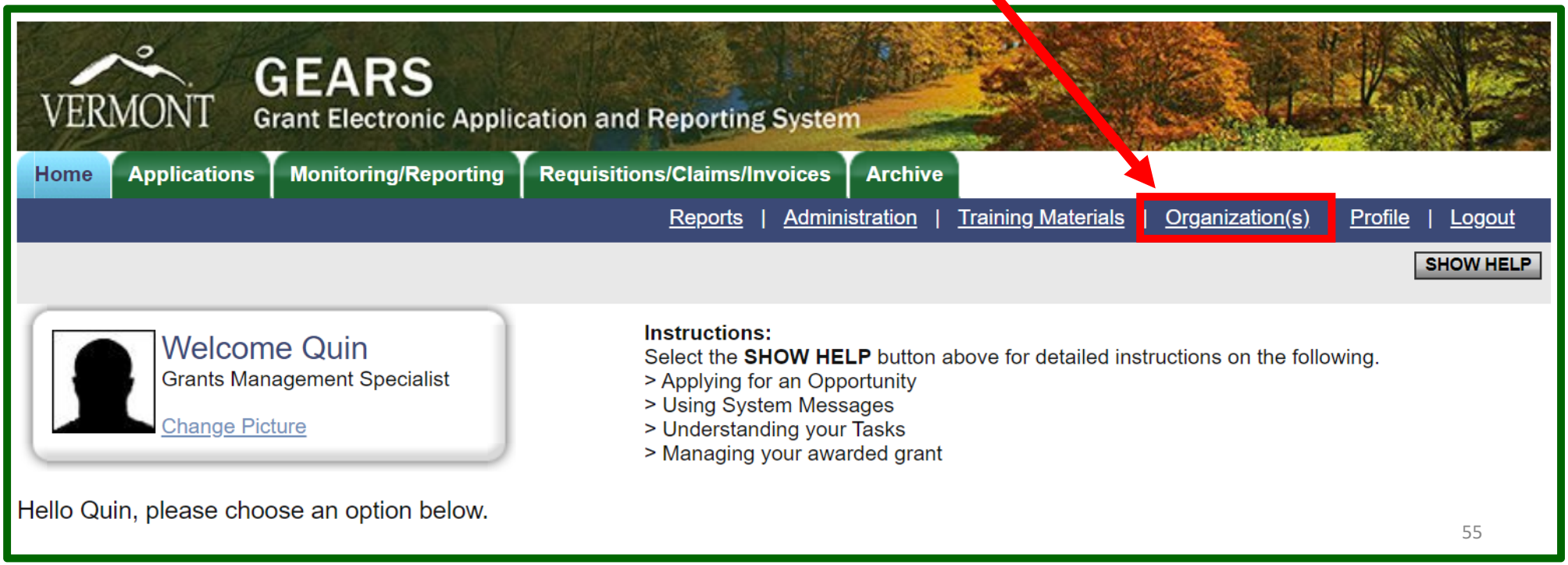
- Onsite Monitoring Reports
- VCDP Progress Reports
- VCDP Single Audits
- VCDP Closeout Agreements
- VCDP Closeout Financial Reports
- VCDP NCDO Agreements/Grant Assignments

VCDP Requisitions

The basic project identifier (see next slide) originates from the Application

Main Home Screen

Another way to navigate the system is by selecting the “Organization(s)” link located in the blue banner at the top of the page



After Selecting the “Organization(s)” link, select the “Organization Documents” link. This will provide you with a comprehensive list of all VCDP (and non-VCDP) documents with current statuses

Object Labeling

IG-2017-Montpelier City-00006

Application Type

- IG: Implementation Grant
- PG: Planning Grant
- AM: Accessibility Modification
- SS: Scattered Site

Program Year of the Application

Municipality

Unique Identifier #
(assigned by the system at the time the application is created)

VERMONT

Object Labeling

- **Applications/Awarded Grants** → IG-2017-Montpelier City-00006
- **Environmental Reviews** → ENV-2017-Montpelier City-00021
- **Requisitions** → REQ-2017-Montpelier C-00021
- **On Site Monitoring Reports** → OSMR-2017-Montpelier C-00007
- **Progress Reports** → PR-2017-1-Montpelier C-00004

VERMONT

Object Labeling

- **Single Audits** → SA-2017-Montpelier City-00006
- **Closeout Agreements** → CL-2007-Montpelier City-00056
- **Closeout Financial Reports** → CFR-2017-Montpelier City-00329
- **NCDO Agreement (by Organization)** → CHT-00003

VERMONT

Object Labeling

NOTE: The year associated with a Single Audit or Closeout Financial Report object is the applicable fiscal year of the reporting (not the Program Year of an Application)

SA-2017-Montpelier City-00006

CFR-2017-Montpelier City-00329

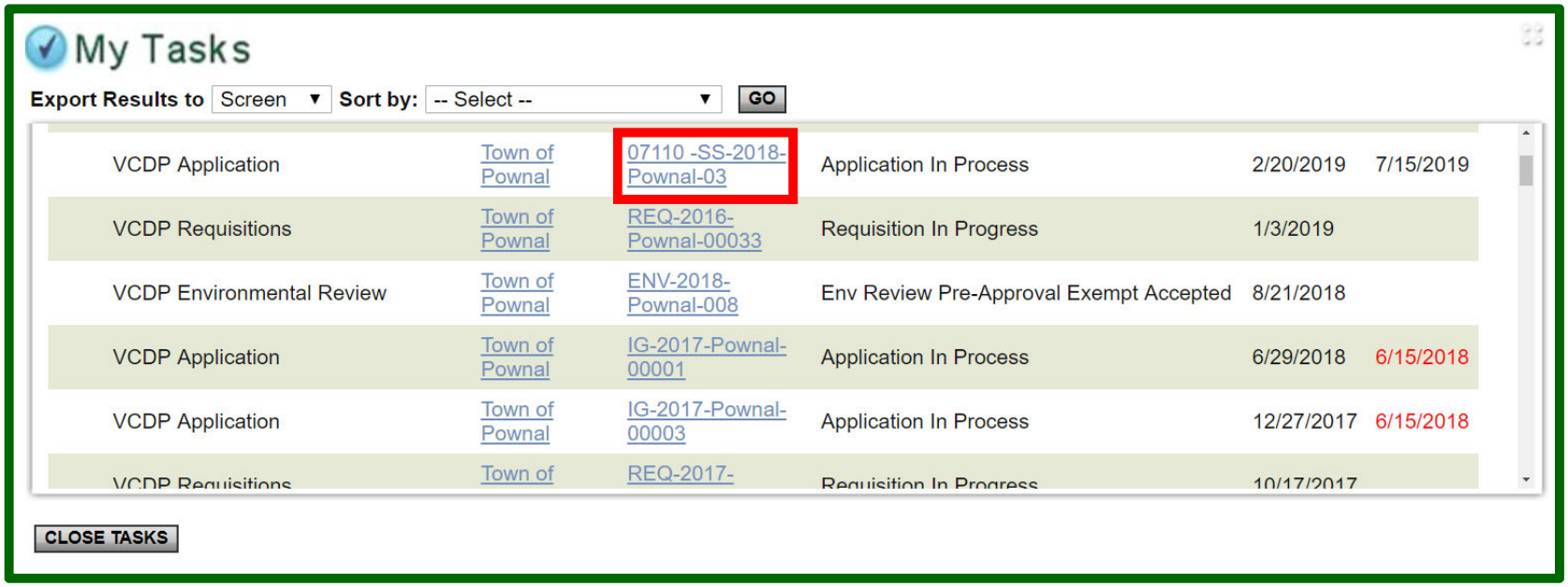
VERMONT

Helpful Tip

If you place your mouse over an object identifier, a box will appear with the Project Title that has been given to that application:

Accessing an Application Through “My Tasks”

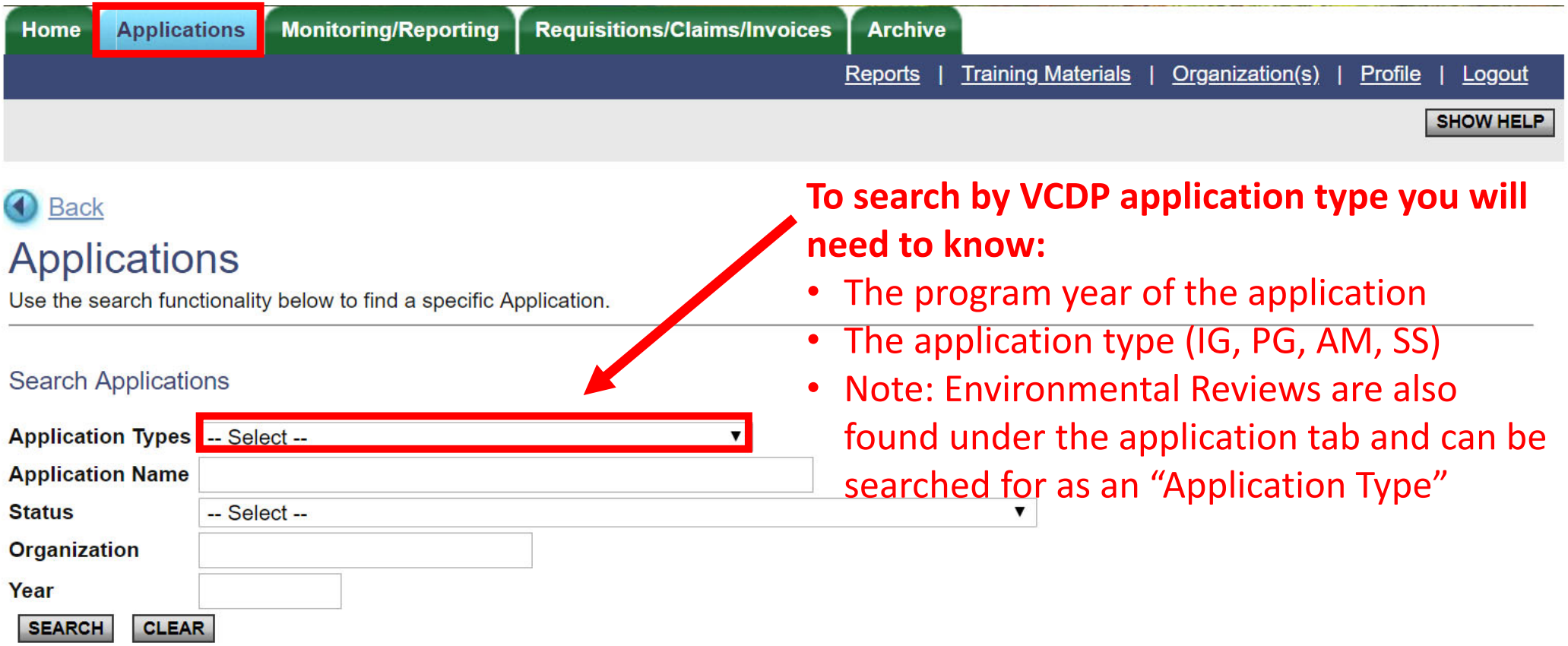
Find the application you’re looking for listed under “My Tasks” on the Main Home Screen:



VCDP Application	Town of Pownal	07110 -SS-2018-Pownal-03	Application In Process	2/20/2019	7/15/2019
VCDP Requisitions	Town of Pownal	REQ-2016-Pownal-00033	Requisition In Progress	1/3/2019	
VCDP Environmental Review	Town of Pownal	ENV-2018-Pownal-008	Env Review Pre-Approval Exempt Accepted	8/21/2018	
VCDP Application	Town of Pownal	IG-2017-Pownal-00001	Application In Process	6/29/2018	6/15/2018
VCDP Application	Town of Pownal	IG-2017-Pownal-00003	Application In Process	12/27/2017	6/15/2018
VCDP Requisitions	Town of	REQ-2017-	Requisition In Progress	10/17/2017	

VERMONT

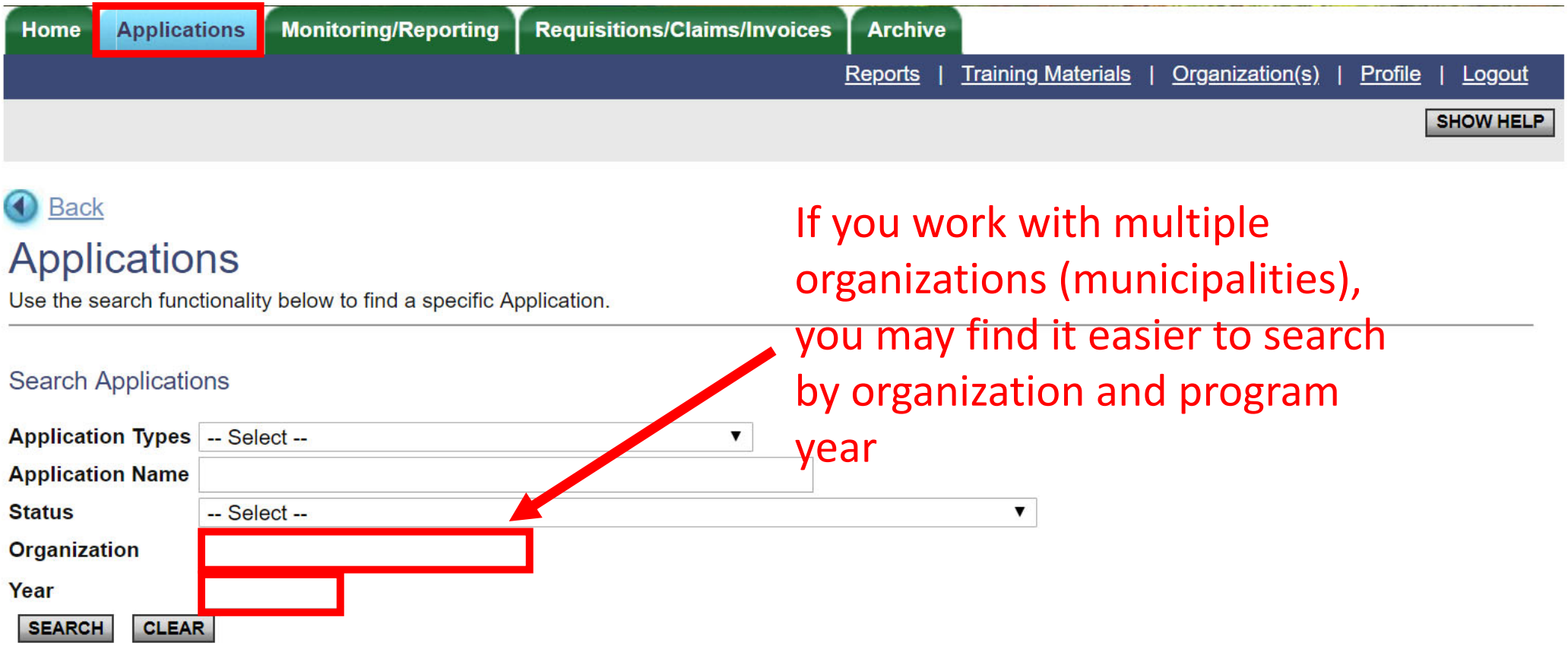
Accessing an Application by Searching the Application Tab



To search by VCDP application type you will need to know:

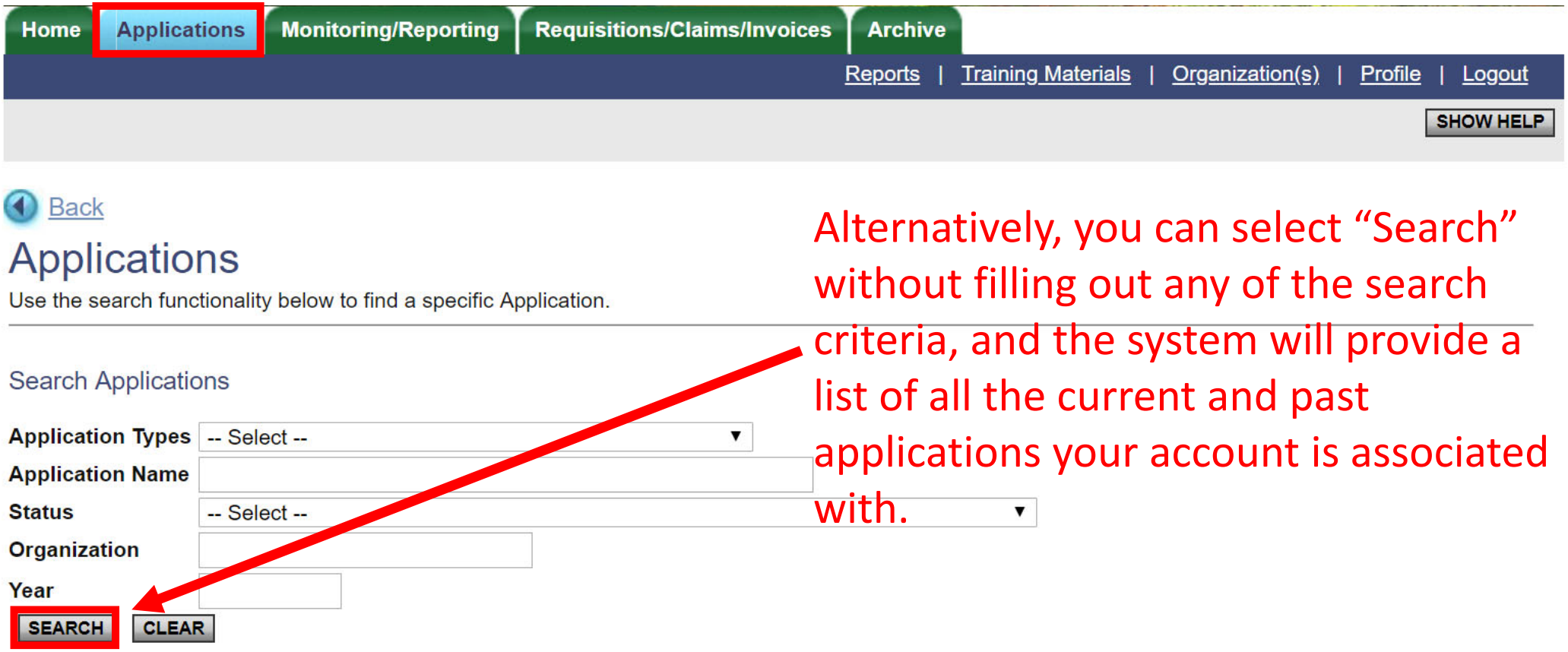
- The program year of the application
- The application type (IG, PG, AM, SS)
- Note: Environmental Reviews are also found under the application tab and can be searched for as an "Application Type"

Accessing an Application by Searching the Application Tab



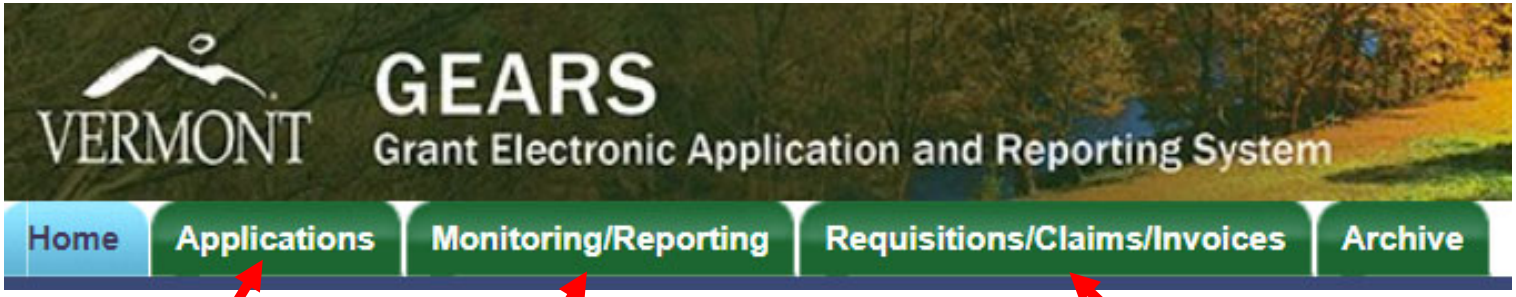
If you work with multiple organizations (municipalities), you may find it easier to search by organization and program year

Accessing an Application by Searching the Application Tab



Alternatively, you can select "Search" without filling out any of the search criteria, and the system will provide a list of all the current and past applications your account is associated with.

What's Under Each Tab?



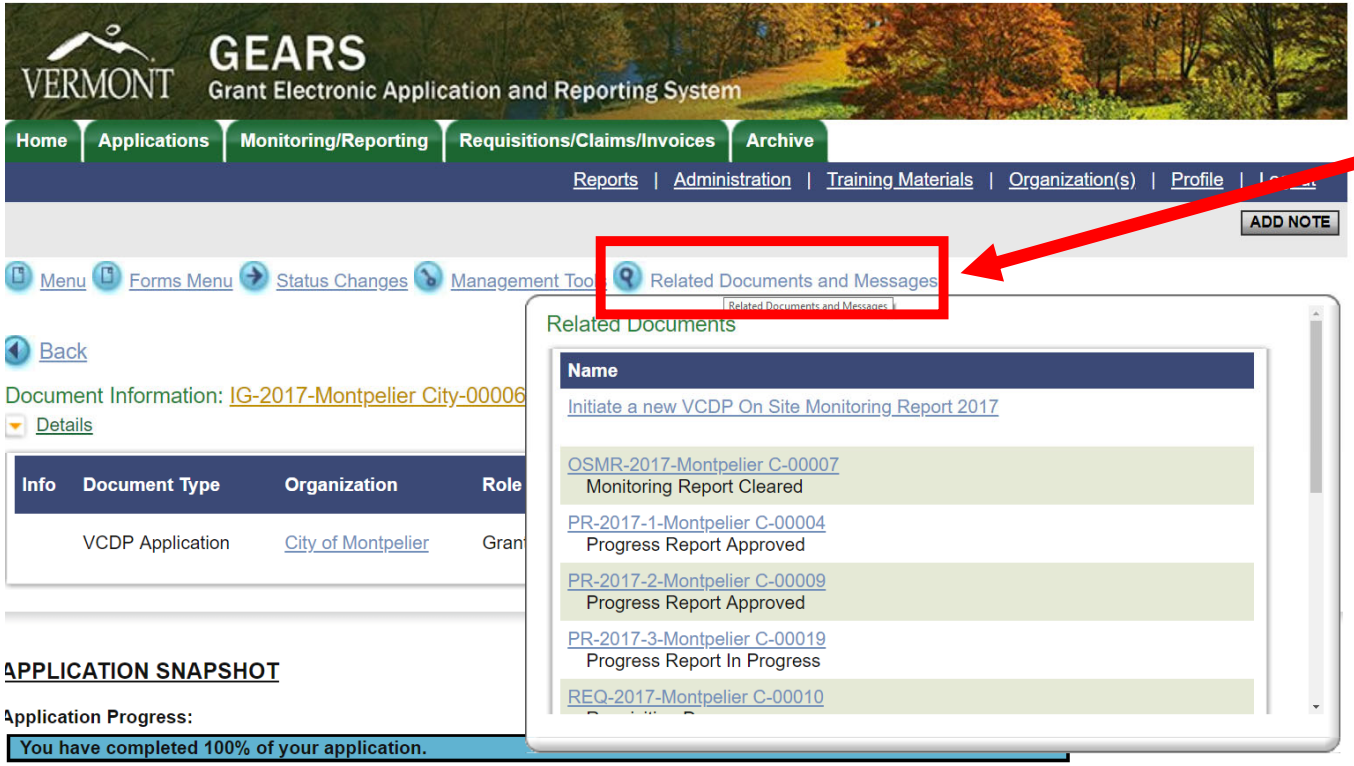
VCDP Applications/ Awarded Grants & VCDP Environmental Reviews

- Onsite Monitoring Reports
- VCDP Progress Reports
- VCDP Single Audits
- VCDP Closeout Agreements
- VCDP Closeout Financial Reports
- VCDP NCDO Agreements/Grant Assignments

VCDP Requisitions

NOTE: All tabs can be searched in the same way that the Application tab can be searched (as shown on the three previous slides)

Related Objects

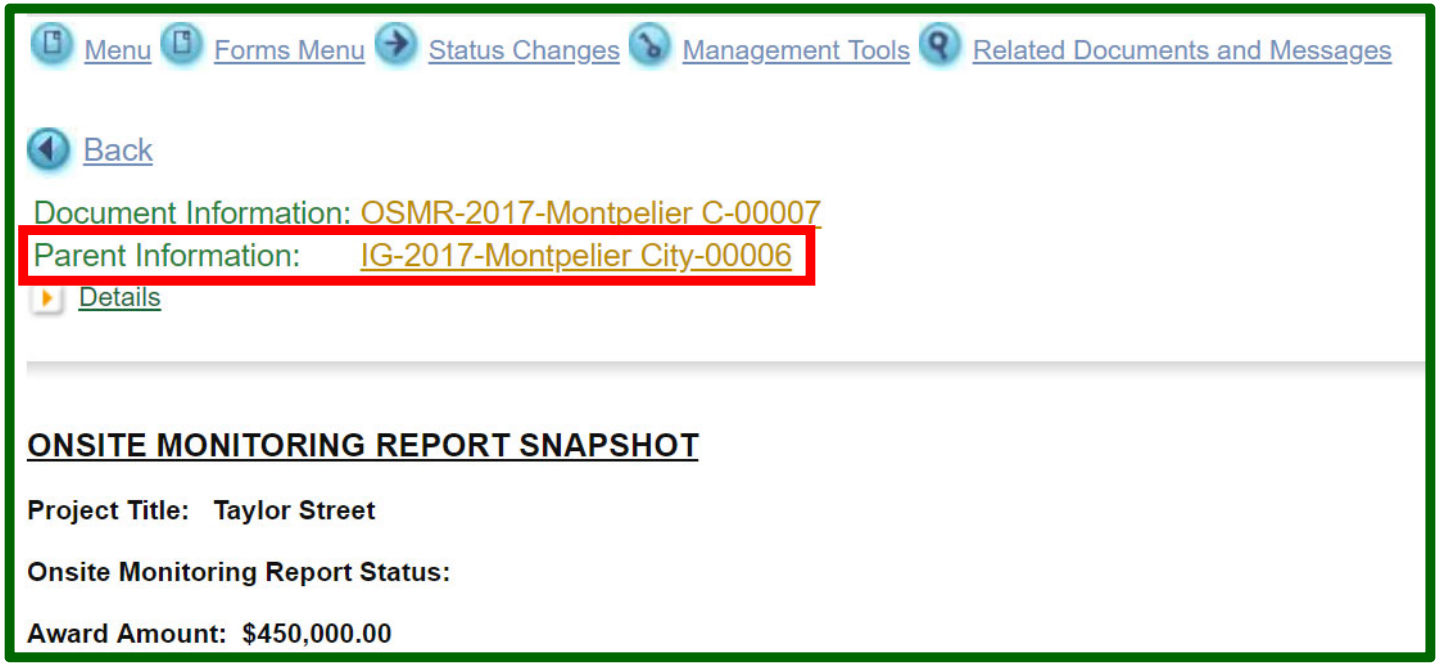


Once in an Application, hover over the "View Related Items" heading to see a list of Requisitions, Progress Reports and Onsite Monitoring Reports Related to the Grant

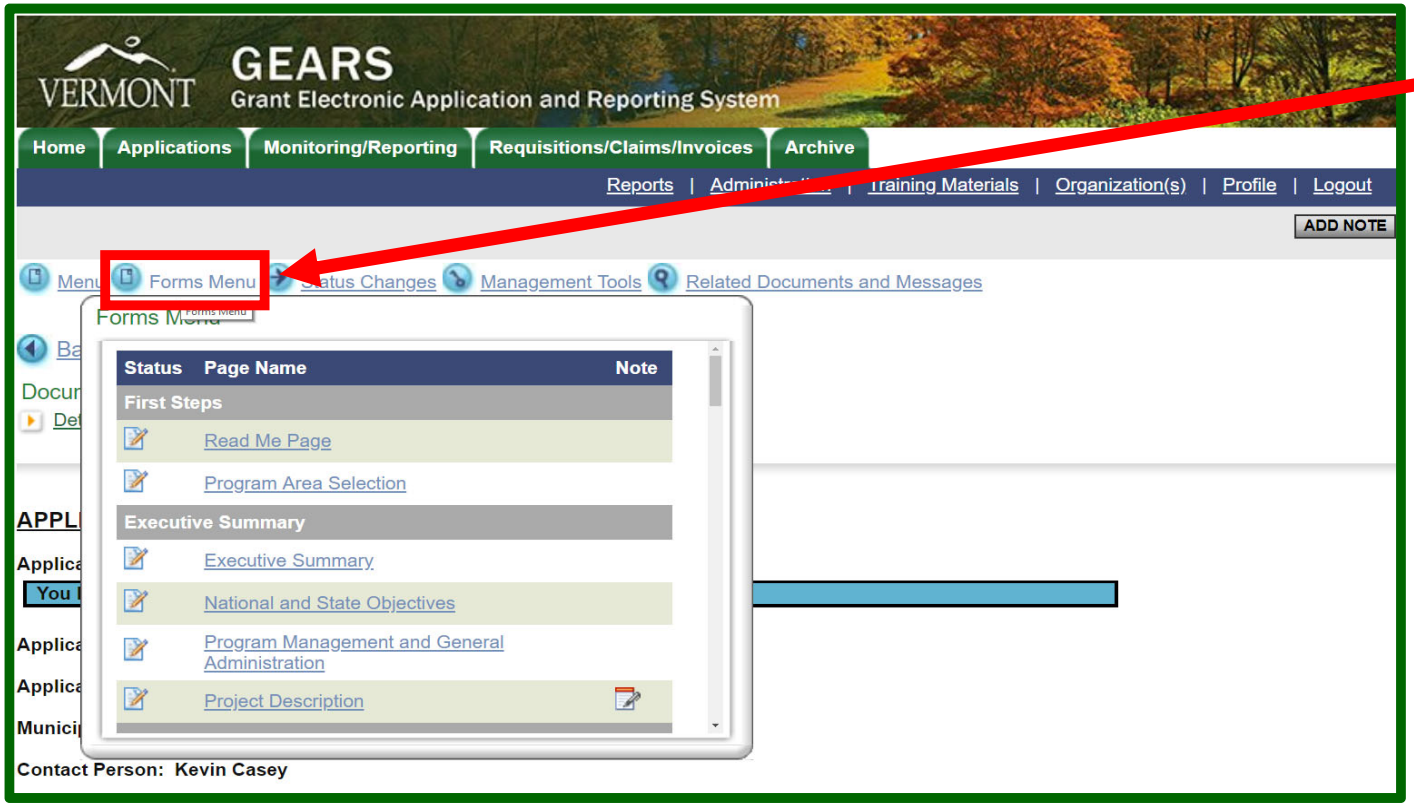
Note: Environmental Reviews will not be included in this list as Environmental Reviews are not directly linked to the application/grant in the system. Environmental Reviews need to be searched for separately using the Search Feature in the <u>Applications Tab</u>.

Related Objects

- When in a related object, you can always navigate back to the Application by selecting the “Parent Information” link:



Forms Within an Object



When in an object, hover over the “Forms Menu” heading to see a list of the forms within the object (scroll to view the full list of forms).

You can also click the “Form Menu” list to be brought to a new webpage with the list of the forms.

Simply click the link of the form you want to navigate to.

Uploads

- Uploads within the system are stored as links. Clicking the link will open the uploaded document in a new tab.

d) Attach a location map and site plans. *

Choose File No file chosen DELETE Sent to DHCD N/A

145542-Waitsfield_Village_location_map.pdf

e) For construction/rehabilitation projects, attach floor plans of the proposed building(s). *

Choose File No file chosen DELETE Sent to DHCD N/A

145542-Farm_Stand_site_plan_floor_plans_facade_Maclay_Architects_2013-04-08.pdf

f) You may also submit photographs. *

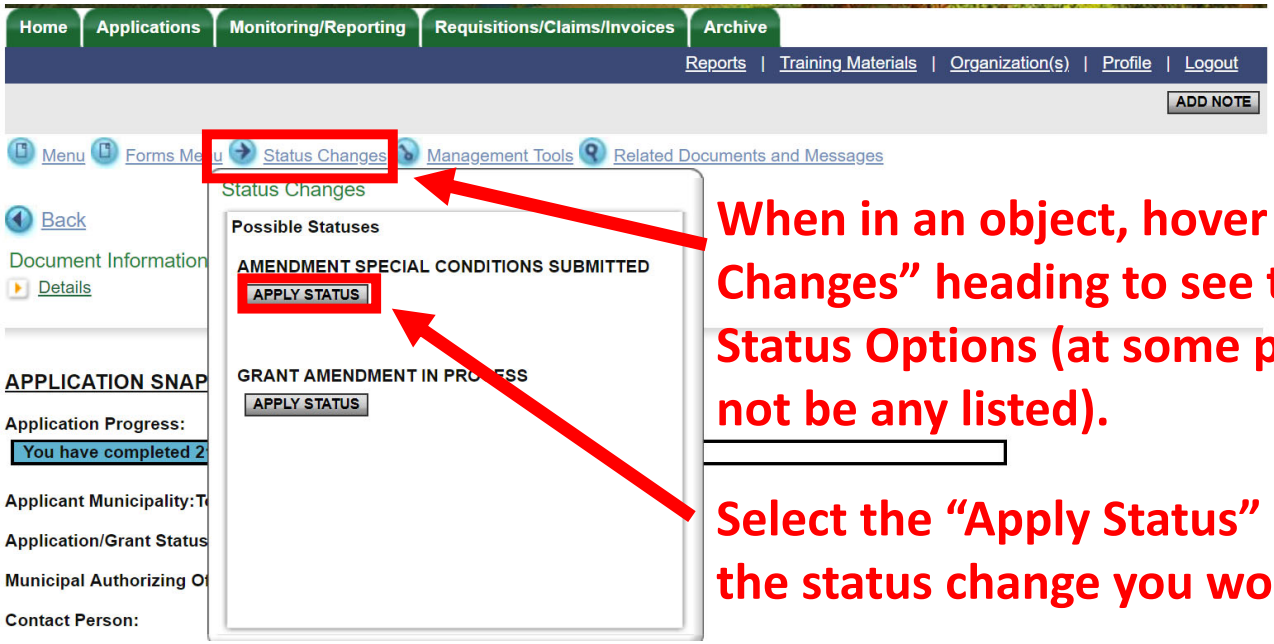
Choose File No file chosen DELETE Sent to DHCD N/A

145542-Farm_Stand_preliminary_facade_Maclay_Architects_2013-04-08.pdf

VERMONT

Making a Status Change

- You may need to change the status of an object (application, requisition, progress report, etc.) to move the process forward.



When in an object, hover over the "Status Changes" heading to see the Possible Status Options (at some points there may not be any listed).

Select the "Apply Status" button under the status change you would like to make.

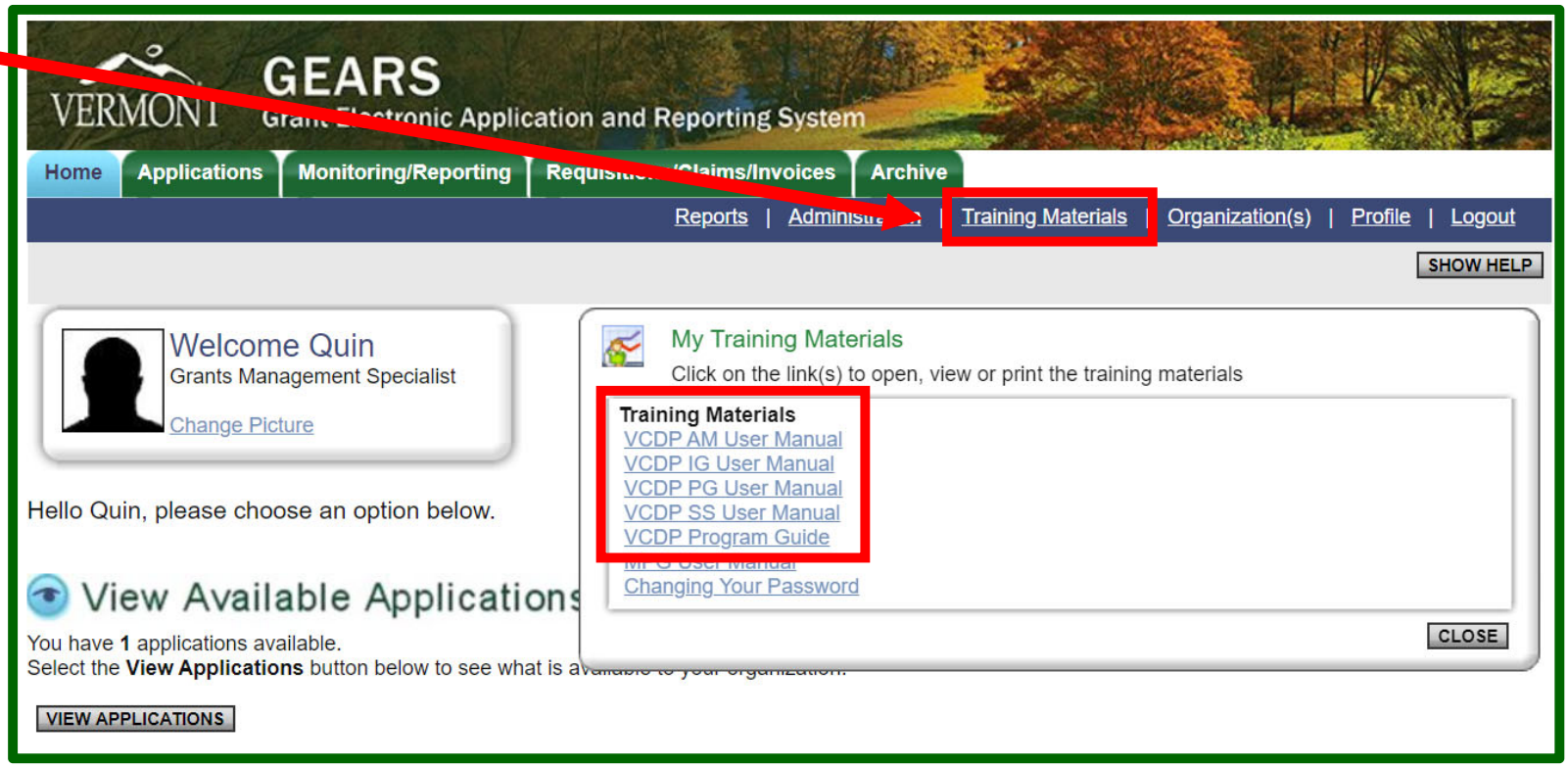
- For the specifics of what needs to be completed prior to completing each status change, be in touch with the applicable VCDP Staff for guidance.

Additional Navigation Features

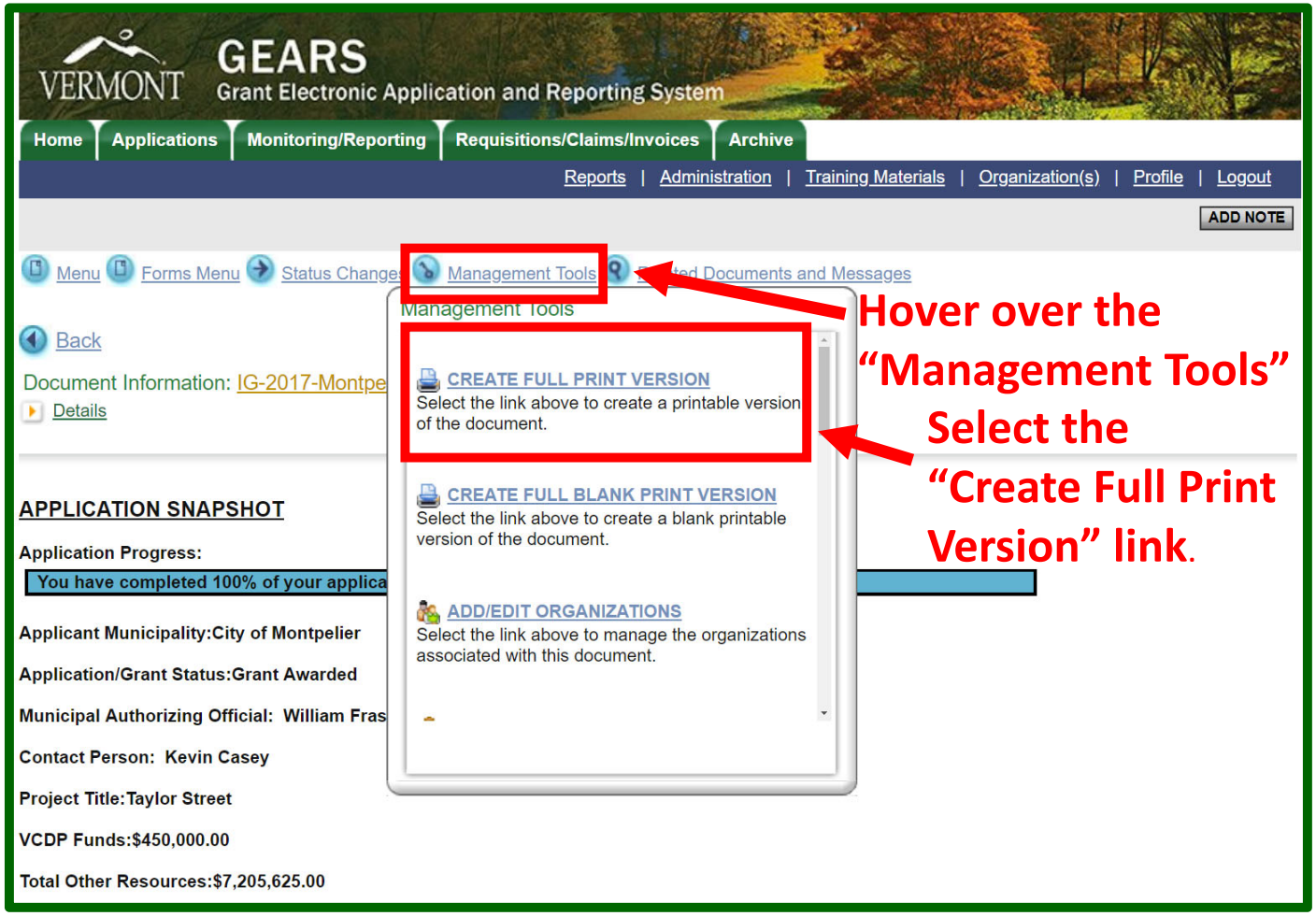
VERMONT

Tools within GEARS

Select the "Training Materials" link located in the blue banner at the top of the page for page-by-page guidance on how to fill out an application as well as the VCDP Program Guide

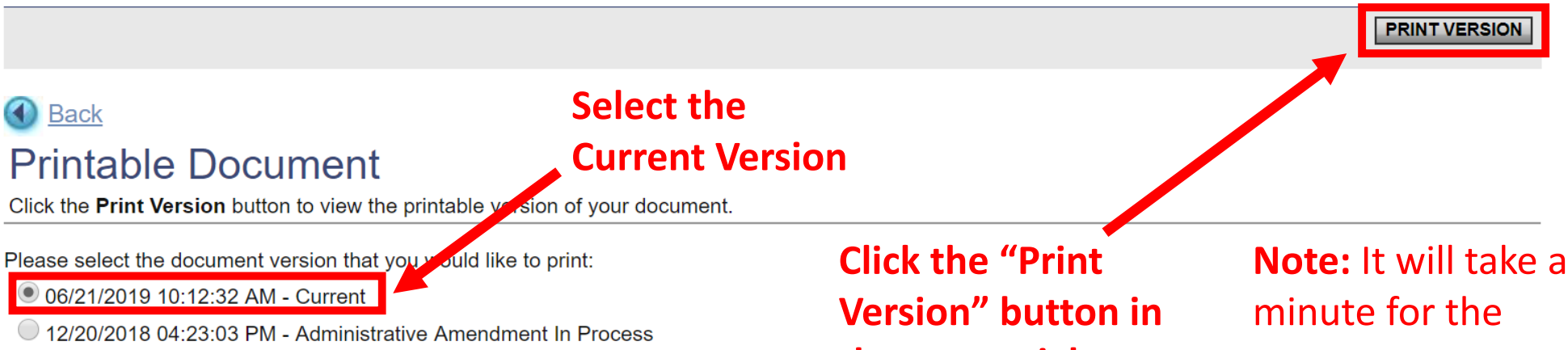


Print Version



The system can generate a full print version of any object to be saved and viewed "offline"

Print Version



Select the Current Version

Click the "Print Version" button in the upper right-hand corner

Note: It will take a minute for the system to generate the print version of the object

- The system can generate a full print version of any object to be saved and viewed "offline"

VERMONT

Print Version

d) Attach a location map and site plans.
https://egrants.vermont.gov/_Upload/177957-Locationmapandsiteplan.pdf
Sent to DHCD N/A

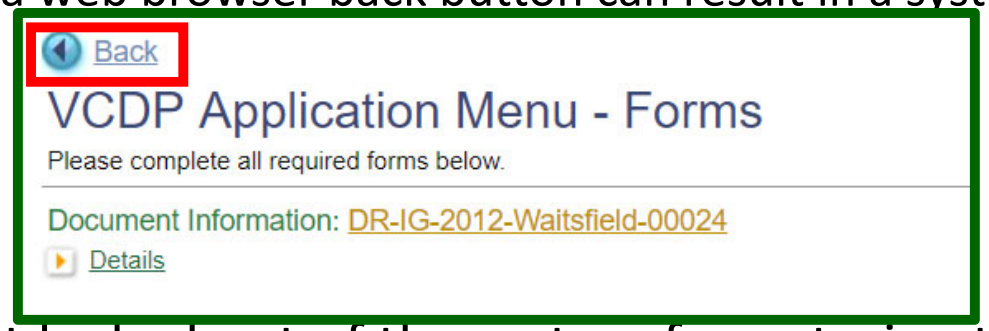
e) For construction/rehabilitation projects, attach floor plans of the proposed building(s).
https://egrants.vermont.gov/_Upload/177957-20160108BinderofConstructionDrawings.pdf
Sent to DHCD N/A

- Uploads within the system are stored as links. Clicking the links within the Print Version document will open the uploaded document in a new tab.

VERMONT

Navigational Tips

- Do NOT have more than one GEARS tab open in one browser
  - A system glitch will occur when you try to navigate beyond the page you have up on either browser
- Use the "back" button within GEARS:
  - Using a web browser back button can result in a system glitch



- If you get locked out of the system for entering the incorrect password too many times, wait 30 minutes and then try again

VERMONT

VCDP GEARS Contacts

Cindy Blondin
Cindy.Blondin@vermont.gov
802-828-5219

Quin Mann
Quin.Mann@vermont.gov
802-828-1357

Cassie Bell
Cassie.Bell@vermont.gov
802-828-5211

Link to GEARS:
https://egrants.vermont.gov/Login2.aspx

Vermont Community Development Program:
https://accd.vermont.gov/community-development/funding-incentives/vcdp

VERMONT

Grants Management Compliance Symposium

15 Minute Break

Davis Bacon – 4th Floor Conference Room – See Security- Page 40 in packet

Progress Report, Final Program Reports & Closeout Agreements – Stay in the Auditorium – Page 58 in packet

VERMONT

Vermont Community Development Program

Progress & Final Program Reports Compliance Symposium

Cindy Blondin & Barbara Spaulding

October 17, 2019

VERMONT

Learning Objectives

By the end of this session you will be able to:

- Successfully complete and submit Progress & Final Program Reports to VCDP staff.
- NOTE:
  - Your CD Specialist reviews regular Progress Reports
  - Grants Management Staff review Final Program Reports

VERMONT

Progress Report Due Dates

- Progress Reports are due biannually for all grants, some may require more oversight
- Award Letter
  - First report due roughly 6 months from the award date
- Attachment B – Payment Provisions and Project Budget – 2. Reporting Requirements

2. Reporting Requirements

The Grantee shall submit Progress and Financial Reports through the GEARS System biannually to the Agency detailing the status of the Grantee/Subgrantee/Borrower's work and the status of the Project, and in particular the activities described in Attachment A. The First Reporting period shall end _____ and the report shall be due no later than _____. The Second Reporting period shall end _____. All subsequent biannual reports shall be due no later than thirty (30) days following the end of the reporting period.

Progress Report Notifications

- The following GEARS systems roles receive email notifications:
  - Municipal/Authorizing Official's (MAO)
  - Administrators
  - Administrator/Financial Officer
- 2 months prior to the due date - first email
- 1 month prior to the due date - reminder email
- 1 week after the due date - first late notice
- 2 weeks after the due date - second late notice

How to Complete a Progress Report

Have the following documentation available to reference when completing the progress report:

- Grant Agreement
- Requisition Summary Report
- Previous Progress Report
- Any of your own personal tracking sheets
- Other resource data entered in requisitions submitted for that period
- Executed Contracts for Reporting Period
- Davis Bacon Wage Rate Decisions
- Beneficiary data achieved during the reporting period

Program Area Selection Page

PROGRAM AREA SELECTION

If your project is ready to close and this is your final report select the Final Program Report button and save the page. Saving the page prompts the Final Program Report forms to appear. Continue on with the forms as they relate to your project. Please note that if this is the final report, information on the final public hearing will be required. Your hearing must be published at least 15 days prior to the date it's held, not counting the day it is published.

If your project is not ready to close save the page and continue on with the Progress Report forms as they relate to your project.

Has the Grant Agreement for this grant been executed? ○ **Yes** ○ **No**

VERMONT

Program Area Selection Page

- If the project has “No” executed Grant Agreement
  - Only need to complete Project Narrative page
- If the project has “Yes” an executed Agreement
  - Select the Program Area(s) for your project
  - If its the last report due check Final Program Report

Progress Report Page

- Select who is preparing the report
- Execution, Completion & Amended Completion Date automatically populate
- Enter who from the Municipality has attended Fair Housing Training in the past 3 years
  - VCDP's Fair Housing Policy https://accd.vermont.gov/housing/events

WHO MUST ATTEND FAIR HOUSING TRAINING?

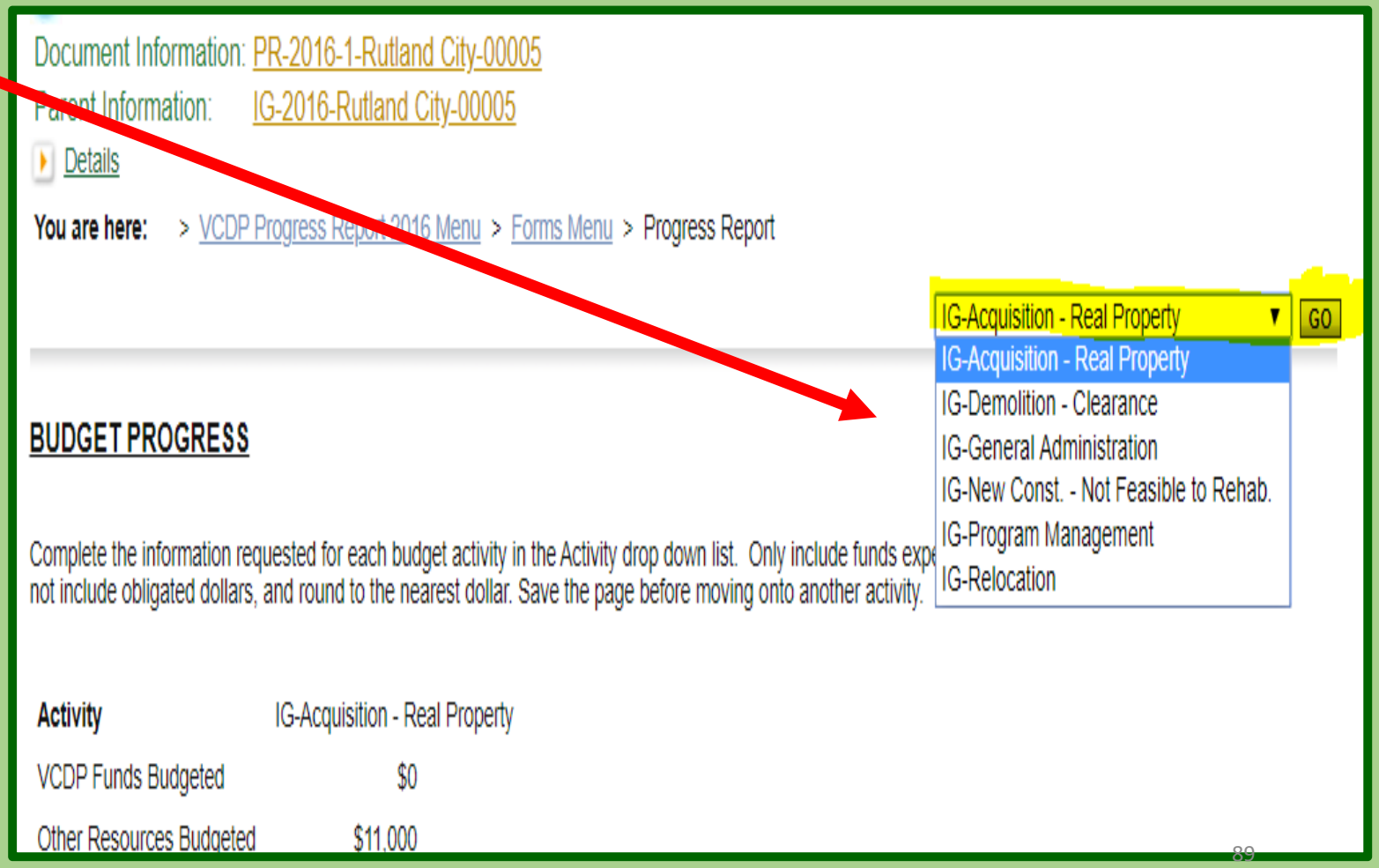
A member of the legislative body, municipal CEO, municipal manager/administrator or a municipal designee responsible for housing issues within a municipality such as members of planning commissions, zoning boards of appeal, development review boards or local housing committees as approved by the legislative body. The goal is to ensure the appropriate people are attending the trainings and sharing the information they receive with their municipal colleagues.

Project Narrative Page

- Note the following for performance period:
  - All activity
  - All benefit
  - Project on schedule to complete by completion date
  - Project on target to meet benefit
  - Timeline for requisitioning
- Certify the page
- Amendment needed?

Budget Progress Page

- All activities from the budget in GEARS and Attachment B will populate to be reported on



Budget Progress Page

- Previously reported data will automatically populate (once the page is saved)
- Enter VCDP and Other Resources Expended by Activity
- Enter VCDP and Other Resources Drawn by activity
  - is the amount entered consistent with what's been reported in the requisitions

BUDGET PROGRESS

Complete the information requested for each budget activity in the Activity drop down list. Only include funds expended (whether requisitioned or not), do not include obligated dollars, and round to the nearest dollar. Save the page before moving onto another activity.

Activity

VCDP Funds Budgeted

Other Resources Budgeted 0

	VCDP Funds Expended	Other Resources Expended	VCDP Funds Drawn	Other Resources Drawn
This Period	*	*	*	*
Previous Period(s)			0	0
Correction				
Total To Date				

Total Expended To Date

Total Drawn To Date

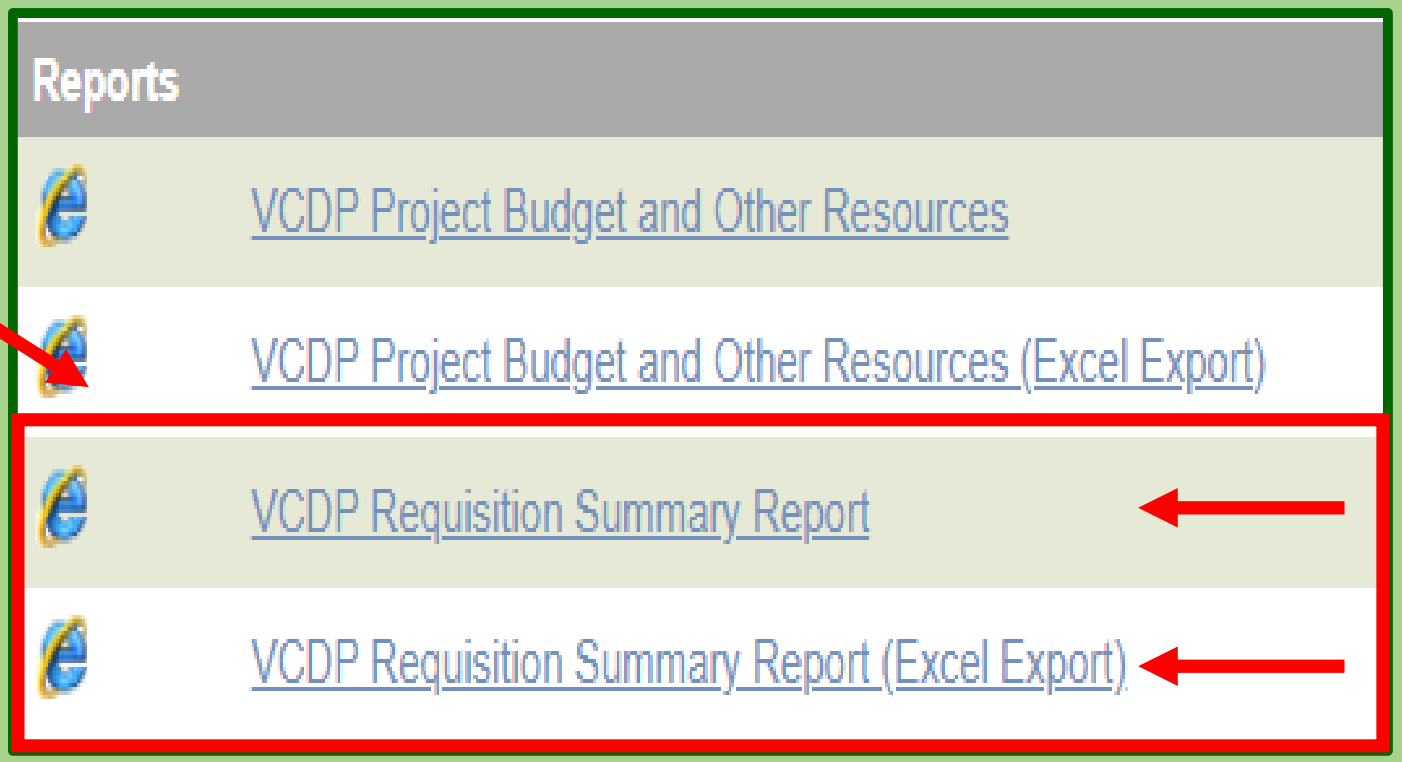
Percent Expended

VCDP Funds Expended %

Other Resources Expended %

Requisition Summary Report - Application Menu

- VCDP and Other Resources Drawn by activity can easily be totaled by pulling the Requisition Summary Report



VCDP and Other Resources Local Tracking

Hickory Street Phase III
IG-I-2016-Rutland City-00005
General Ledger

Budget	Activity Code	VCDP Amount	VHCB	AHP	LIHTC	EVT	HUD	Other	Total Activity Costs
Acquisition	3001	0			11,000				11,000
Relocation	3008	0			69,000				69,000
Program Management	3013	0	265,000		317,287		115,131	528,512	1,225,930
Demolition - Clearance	3016	0	0	0	448,370				448,370
New Construction - No Rehal	3020	200,000	0	650,000	3,488,554	56,400		448,060	4,843,014
General Admin	5013	0	0	0	7,000	0	0	0	7,000
Total Costs		**$200,000**	**$265,000**	**$650,000**	**$4,341,211**	**$56,400**	**$115,131**	**$976,572**	**$6,604,314**
Percentage of Total		3%	4%	10%	66%	1%	2%	15%	

			Other Resources						
		VCDP	VHCB	AHP	LIHTC	EVT	HUD	Other	Total Costs
Date/Req#	Amount	200,000	265,000	650,000	4,341,211	56,400	115,131	976,572	6,604,314
12/8/2017 Req. 1	$2,946,631.00	88,000.00	$265,000.00	$450,000.00	$1,910,485.00	$0.00	$0.00	$233,146.00	2,946,631.00
3/22/2018 Req. 2	$1,313,964.00	76,000.00	0.00	0.00	1,112,589.00	0.00	0.00	125,375.00	1,313,964.00
5/31/2018 Req. 3	1,047,596.00	36,000.00	0	0	860,812.00	62,400	0	88,384.00	1,047,596.00
10/31/2018 Final	1,204,895.00	0.00	0	200,000	457,759.00	0	0	547,136.00	1,204,895.00
Total	$6,513,086.00	$200,000.00	$265,000.00	$650,000.00	$4,341,645.00	$62,400.00	$0.00	$994,041.00	$6,513,086.00
Balance		$0.00	$0.00	$0.00	($434.00)	($6,000.00)	$115,131.00	($17,469.00)	$91,228.00
		100%				99%			

Program Income Page

- Is program income part of your grant agreement? – Attachment A – Definitions
  - If yes, complete the page whether program income has been received or not
  - If it's a scattered site RLF project – only report on the activity and funds generated for that specific grant agreement
  - If no, select NA

Lump Sum Agreement Page

- This page only applies to Housing Rehabilitation Loan Fund projects that plan to utilize the Lump Sum Agreement option.
  - If yes, the page must be completed
- If no, select NA

Contractor and Subcontractor Information Page

- If Davis Bacon applies, all contracts and subcontracts over $2,000 need to be reported for the reporting period
  - Attachment D – Other Provisions (CDBG Standard Provisions), recently started adding to Attachment A – Scope of Work and Special Conditions as well
- If Davis Bacon doesn't apply, report all contracts and subcontracts over $10,000
- Enter contracts executed during the reporting period, don't duplicate in another report

Contractor and Subcontractor Information Page

Contractor/ Sub-Contractor Information:

Name *

Address *

City/Town *

State *

Zip *

Note: Either the Prime/General Contractor ID Number or the Sub-Contractor ID Number must be filled out for each contractor.

Prime/General Contractor ID Number

Sub-Contractor ID Number

Section 3 Yes No *

Contract Amount *

Contract Execution Date

Contract End Date

Does Davis Bacon apply to your project? Yes No *

Davis Bacon Decision # (Format = VT + 2 digit year + 4 digit number, ex: VT191234)

Trade Code *

Business Ethnic Code *

Woman owned business Yes No *

When is Davis Bacon "Triggered"?

- Federal labor standards provisions apply to construction work financed in whole or in part with CDBG funds of more than $2,000.
- If CDBG funds are used to finance only a portion of the construction work, labor standards are applicable to the entire construction work.
- Construction work on housing residential property's that contain up to 7 units are exempt.
- For more information on Davis Bacon contact Joe Le Clair our Grants Management Analyst (Joseph.LeClair@Vermont.gov)

New Hires and Section 3 Data Page

1. Is the award for this grant over $200,000 in HUD Funding (CDBG, HOME, ESG etc.)
2. Does the project involve Section 3 activities – Construction or Rehabilitation of Housing or Public infrastructure?
3. Did a contractor reported receive $100,000 or more?

If yes to all three questions, then Section 3 applies

- Each contractor needs to complete the form.
- Grantee/Grant Administrators will need to compile the data from all contractors

VERMONT

Beneficiaries by Activity - Race, Ethnicity & Income Page

- For each Activity that has benefit that needs to be achieved enter the race, ethnicity and income for each beneficiary that benefited during the reporting period
  - Attachment A – in Section D National Objective
  - Does the beneficiaries total and Income totals agree

Activity
County Code:
Census Tract Number:

	BENEFICIARIES			HISPANIC/LATINO		
Race	**Previously Reported**	**This Period**	**To Date**	**Previously Reported**	**This Period**	**To Date**
White						
Black / African American						
Asian						
Native Hawaiian / Other Pacific Islander						
American Indian / Alaskan Native						
American Indian / Alaskan Native and White						
American Indian/Alaskan Native and Black/African American						
Asian and White						
Black / African American and White						
Other Multi-Racial						
Total						

Other	**Previously Reported**	**This Period**	**To Date**
Over the Age of 62			
Female Head of Household			
Handicapped/Disabled			
Income	**Previously Reported**	**This Period**	**To Date**
30% of Median			
50% of Median			
80% of Median			
Over 80% of Median			
Total			
Total LMI			
LMI Percentage	%	%	%

Race, Ethnicity & Income Local Tracking

Tenent

	Name	Ethnicity	Latino	Assets	Verfication of Assets	30%	50%	80%	>80%	Birthday	Age	Disabled	Female HH
1	B, L (+5)	Black/African Amer	0	$54,456	Pay stub, employment contract,		1			5/8/1979	40	0	1
2	C, J	White	0	$ 26,292.00	SSI			1		4/23/1954	65	1	0
3	J K&M	White	0	$ 48,647.00	pay stub				1	4/3/1984	35	0	0
4	LH	White	0	$ 29,660.00	pay stub			1		9/12/1985	34	0	1
5	SD	White	0	$ 32,604.00	pay stub		1			7/20/1994	25	0	0
6	WM	White	0	$ 75,796.00	Retirement, paystub				1	6/6/1950	69	0	1
7	YJ	White	0	$ 37,748.00	W2			1		9/21/1984	35	0	1
						0	2	3	2		2	1	4

VERMONT

Beneficiaries by Activity – Units, Jobs & Person's Served Page

- For each Activity that has benefit that needs to be achieved enter the Units, Jobs & Person's served for each beneficiary that benefited during the reporting period
  - Attachment A – in Section D National Objective

Activity

Housing Activities	Proposed	Previously Reported	This Period	To Date
Number of Units				
Number of Households				
Number of Low or Moderate Income Households				
Number of Persons (in household)				
Number of Low or Moderate Income Persons (in household)				

Economic Development Activities	Proposed	Previously Reported	This Period	To Date
Number of Businesses Assisted				
Number of Jobs				
Number of Low or Moderate Income Jobs				

Public Facilities Activities	Proposed	Previously Reported	This Period	To Date
Number of Project(s)/Center(s) Assisted				
Number of Persons Served				
Number of Low or Moderate Income Persons Served				

Performance Measures - Pages

- Performance Measures - is project specific information required by HUD based on program area: Housing, Economic Development, Public Facility, Public Service that needs to be reported
  - Award condition in the award letter
- Not required for Planning Grants
- Performance Measures pages are available after selecting the Program Area on the Program Area Selection Page
- Performance Measures data in the application populates in the Progress Report.

Performance Measures – Housing Project Page

Please complete the required fields below:

* ☐ Rental Units Created ☐ Rental Units Rehabilitated ☐ Owner Occupied Units Created ☐ Owner Occupied Units Rehabilitated

RENTAL UNITS

	CREATED	CREATED	CREATED	CREATED	REHABBED	REHABBED	REHABBED	REHABBED
Housing Mesaures	Proposed	Previously Reported	This Period	To Date	Proposed	Previously Reported	This Period	To Date
1. Number of affordable units *								
2. Number of years affordability guaranteed *								
3. Number of market rate units *								
4. Number of units subsidized with project-based rental assistance (federal, state, or local) *								
5. Number of units Section 504* accessible (includes adaptable units) *								
6. Number of units occupied by elderly (62 years of age or older) *								
7. Number of units brought from substandard to standard condition (Section 8 HQS) *								
8. Number of units created through conversion of nonresidential building to residential *								
9. Number of units qualified as Energy Star** *								
10. Number of units with appropriate wiring for broadband access *								
Compliance with Lead Safe Housing rule (24 CFR Part 35)								
11. Number of housing units built pre-1978 *								
12. Number of housing units build post-1978 *								
13. Number of federally assisted rehabilitated units at a cost of less than or equal to $5,000 of federal assistance per unit *								

OWNER OCCUPIED UNITS

	CREATED	CREATED	CREATED	CREATED	REHABBED	REHABBED	REHABBED	REHABBED
Housing Measures	Proposed	Previously Reported	This Period	To Date	Proposed	Previously Reported	This Period	To Date
1. Number of affordable units *								
2. Number of years affordability guaranteed *								
3. Number of units Section 504* accessible (includes adaptable units) *								
4. Number of units occupied by elderly (62 years of age or older) *								
5. Number of units brought from substandard to standard condition (Section 8 HQS) *								
6. Number of units created through conversion of nonresidential building to residential *								
7. Number of units qualified as Energy Star** *								
8. Number of units with appropriate wiring for broadband access *								
Compliance with Lead Safe Housing rule (24 CFR Part 35)								
9. Number of housing units built pre-1978 *								
10. Number of housing units build post-1978 *								
11. Number of federally assisted rehabilitated units at a cost of less than or equal to $5,000 of federal assistance per unit *								
12. Number of federally assisted rehabilitated units at a cost between $5,000 and $25,000 of federal assistance per unit *								
13. Number of federally assisted rehabilitated units at a cost greater than $25,000 of federal assistance per unit *								

Performance Measures – Brownfield Project Housing Page

PERFORMANCE MEASURES - BROWNFIELD PROJECT - HOUSING

Please fill out the "This Period" column for the information requested below as it pertains to your project, the o
in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls t
Measures – Brownfield Project Housing page in the application. The "Previously Reported" column will pull ar
progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of acres of brownfields remediated				

Result of the project (i.e. housing, econ. development, public facility...)

0 of 500

Performance Measures – Economic Development Project Page

PERFORMANCE MEASURES - ECONOMIC DEVELOPMENT PROJECT

Please fill out the "This Period" column for the information requested below as it pertains to your project, the other fields will populate based on information reported in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the information that was entered on the Performances Measures – Economic Development Project page in the application. The "Previously Reported" column will pull and calculate the total previously reported from all prior progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of full-time jobs to be **created** (do not include part-time jobs)★				
2. Number of full-time jobs to be **retained** (do not include part-time jobs)★				
3. Number of full-time jobs to be **created** for low and moderate income persons (do not include part-time jobs)★				
4. Number of full-time jobs to be **retained** for low and moderate income persons (do not include part-time jobs)★				
5. Number of jobs **created** with employer sponsored health care★				
6. Number of jobs **retained** with employer sponsored health care★				
7. Number of businesses assisted with commercial facade treatment/building rehab★				
8. Number of businesses assisted that provide goods/services to meet service area/local need★				
9. Number of Persons Unemployed Prior to taking jobs created with this grant?★				
10.a. *Average number of hours worked by all part time employees per week during this reporting period*★ *To calculate the average number of hours worked per week divide the annual total of number of hours worked in this reporting period for all part-time employees by the number of weeks in this reporting period*				
10.b. *Average number of hours worked by all low and moderate income part time employees per week during this reporting period*★ *To calculate the average number of hours worked per week divide the annual total of number of hours worked in this reporting period for all low and moderate income part-time employees by the number of weeks in this reporting period*				

	CREATED Number ★
N/A	☐
1. Office & Managers	
2. Professional	
3. Technicians	
4. Sales	
5. Office & Clerical	
6. Craft Workers (skilled)	
7. Operatives (semi-skilled)	
8. Laborers (unskilled)	
9. Service Workers	

	RETAINED Number ★
N/A	☐
1. Officer & Managers	
2. Professional	
3. Technicians	
4. Sales	
5. Office & Clerical	
6. Craft Workers (skilled)	
7. Operatives (semi-skilled)	
8. Laborers (unskilled)	
9. Service Workers	

*Each business supported by VCDP funds must provide its DUNS Number and Federal ID Number (Tax Identification Number - TIN). (Micro-Enterprise Revolving Loan Fund programs must report on each business supported.) To acquire a Data Universal Number System (DUNS) number call the toll free DUNS number request line at (866) 705-5711 or go online at Dun and Brad Street.

Each business supported by VCDP funds must register with the System for Award Management ("SAM") at www.sam.gov and provide evidence of said registration.

Name and complete address (city, state, zip) of Business Supported*	DUNS # 00-000-0000	Federal ID#

Upload SAM registration verification here. Choose File No file chosen

	Proposed	Previously Reported	This Period	To Date
Micro-Enterprise revolving Loan Funds Only				
11. Number of **new** businesses assisted★				
12. Number of **existing** businesses assisted★				
13. Number of **existing** businesses assisted - expanding★				
14. Number of **existing** businesses assisted - relocating★				
15. Number of businesses assisted with commercial facade treatment/building rehab★				
16. Number of businesses assisted that provide goods/service area/local need★				

Performance Measures – Brownfield Project Economic Development Page

PERFORMANCE MEASURES - BROWNFIELD PROJECT - ECONOMIC DEVELOPMENT

Please fill out the "This Period" column for the information requested below as it pertains to your project, the othe
in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the
Measures – Brownfield Project Economic Development page in the application. The "Previously Reported" colun
reported from all prior progress reports. The "To Date" Column will automatically calculate once the page is save

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of acres of brownfields remediated				

Result of the project (i.e. housing, econ. development, public facility...)

0 of 500

Performance Measures – Public Facility Project Page

PERFORMANCE MEASURES - PUBLIC FACILITY PROJECT

Please fill out the "This Period" column for the information requested below as it pertains to your project, the other fields will populate based on information in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the information that was entered on the Perfo Measures – Public Facility Project page in the application. The "Previously Reported" column will pull and calculate the total previously reported from all pr progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
Public infrastructure & facility needs, including removal of access barriers to public buildings				
1. Number of persons assisted with **new** access to a facilty or infrastructure				
2. Number of persons assisted with **improved** access to a facility or infrastructure				
3. Number of persons assisted where facility or infrastructure that is no longer substandard				

Performance Measures – Brownfield Project Public Facility Page

PERFORMANCE MEASURES - BROWNFIELD PROJECT - PUBLIC FACILITIES

Please fill out the "This Period" column for the information requested below as it pertains to your project, the c
in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls t
Measures – Brownfield Project Public Facility page in the application. The "Previously Reported" column will
prior progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of acres of brownfields remediated				

Result of the project (i.e. housing, econ. development, public facility...)

0 of 500

Performance Measures – Public Service Project Page

PERFORMANCE MEASURES - PUBLIC SERVICE PROJECT

Please fill out the "This Period" column for the information requested below as it pertains to your project, the other fields will popu
in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the information that
Measures – Public Service Project page in the application. The "Previously Reported" column will pull and calculate the total pre
progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of persons with **new** access to service				
2. Number of persons with **improved** access to service				
3. Number of persons with service that is no longer substandard				

Miscellaneous Information - Page

- This is a page the grantee/administrator can use to upload any additional information pertinent to the report
  - Enter the name of the document and upload

VERMONT

Final Report - Notice of Completion Page

- Answer the pertinent questions – if no is answered to any of them a justification is required
- Upload photos and photo releases of the completed project.

NOTICE OF PROGRAM COMPLETION

Please respond to the following questions to determine if your project is ready to submit the final program report.

Has the following occurred?

- All VCDP funds are or will be liquidated within 30 days after the Completion Date? Yes No
- All Other Resources as outlined in the Grant Agreement were received and expended? Yes No
- All work, as outlined in the Environmental Review, required by the Notice of Release of Funds has been satisfactorily completed? Yes No
- All work under the Grant Agreement has been satisfactorily completed? Yes No
- The benefit under the Grant Agreement has been met? Yes No

If you answered yes to the above items your project is ready to closeout and you may proceed with the final program report process and forms.

If you answered no to any of the above questions please explain why in the below text box.

Photos – Hickory Street, Rutland Vermont BEFORE

Photos – Hickory Street, Rutland Vermont AFTER

Final Report - Final Public Hearing - Page

- Complete the required information
- Save, select print version and the Final Public Hearing required language template will open for you to save and submit to the local newspaper to publish
- Be sure the notice meets the 15-day public notice requirement
- If your project is a consortium you may need to publish in multiple newspapers

Final Public Hearing Local Scheduling

VCDP Final Hearing Schedule

Hickory Street Phase III

Notice to City Clerk	Aldermen set Hearing	Notice to Herald	Hearing Notice	Final Hearing	Award End Date
8/30/2018	9/4/2018	9/7/2018	9/13/2018	10/1/2018	12/31/2018
Prepared & delv'd by BS before NOON	Request to set public hearing for Oct. 1		Published Rutland Herald 15 days prior to hearing	Minutes taken and signed by City Clerk	

VERMONT

Final Report - Copy of Notice & Meeting Minutes - Page

- Enter the name of the newspaper the notice was published in
- Upload a copy of the tear sheet that includes the name of newspaper, date and notice
- Enter the date of the hearing, location, # of attendees and the hearing officer and upload a copy of the signed and dated hearing minutes

B8 Rutland Daily Herald Marketplace Thursday, September 13, 2018

RUTLAND HERALD
MARKETPLACE
802.747.6121 • www.rutlandherald.com

LEGALS • JOB MARKET • MERCHANDISE • PETS • AUCTIONS • REAL ESTATE • WHEELS • FOR SALE

ADVERTISING PRINT DEADLINES

2018 23' VINTAGE CRUISER $202/MO
ONE PIECE ROOF, VACUUM BONDED, MAN MADE MATERIALS, WILL NEVER ROT OR MILDEW, SLEEPS UP TO 5

2006 JAY FLIGHT 27' 5TH WHEEL $105/MO
ONE OWNER, EXCELLENT CONDITION, SLEEPS UP TO 7, FULL LENGTH AWNING

Brandon RV
New & Pre-Owned Inventory
4789 US-7 • Pittsford, VT 05763
802-483-9934
brandonrvvt.com
Find us on Facebook

Four Seasons Sotheby's INTERNATIONAL REALTY
In the Pursuit of Excellence

JUST LISTED!
PRICE JUST REDUCED – NOW $129,900.

JEAN CHAMBERLAIN
C 802.236.5744
W 802.417.3610
jean.chamberlain@fourseasonsir.com
FourSeasonsSIR.com
85 North Main Street
Rutland, VT 05701
Each office is Independently Owned and Operated

PROPOSED STATE RULES

STATE OF VERMONT
SUPERIOR COURT DISCRITCT OF RUTLAND
PROBATE COURT
DOCKET NO. 400-6-16 Rdpr
IN RE THE ESTATE OF BRUCE DAVIS LATE OF SHREWSBURY, VT
ORDER AND NOTICE OF HEARING BY PUBLICATION
TO ALL INTERESTED PERSONS: KYLE H. DAVIS

NOTICE OF TAX SALE

Final Public Hearing

NOTICE OF TAX SALE

NOTICE OF TAX SALE

SELLING A

Example of the Final Report - Notice

Example Final Report - Meeting Minutes

CITY OF RUTLAND, VERMONT
PUBLIC HEARING
OCTOBER 1, 2018

6:45 PM PUBLIC MEETING; HICKORY STREET, PHASE III

Members present; President Davis, Aldermen Notte, Ettori, Mattis, Tommola, Clifford, Gillam, *DePoy and Whitcomb. Aldermen Humphrey was absent. Alderman DePoy arrived late. Also present Barbara Spaulding from the RRA, Kevin Loso from the Housing Authority and City Clerk Henry Heck.

President Davis called the public hearing to order at 6:45 PM.

President Davis stated that the meeting was for public input and asked Barbara Spaulding of the RRA to speak on the request. Mrs. Spaulding noted that this hearing was part of the required closeout document from the 2016 VCDP grant awarded for this Phase III project. Mrs. Spaulding noted the approved $200,000 grant with a total project cost of $6.6 million and also noted all grant filing had been made. Mrs. Spaulding then introduced Kevin Loso the director of the Housing Authority. Mr. Loso gave a brief history of the project and noted several specs on availability and renter profiles. Mr. Loso thanked all those who participated in the project and especially the City and Mayoral support throughout the project. Mr. Loso noted a date for the grand opening and stated invitations would be sent out soon.

With no other input or questions for the panel, a motion was made and seconded (Ettori, Whitcomb) to close the public meeting. **Motion passed.**

The public hearing adjourned at 6:52 PM.

Respectfully Submitted,

Henry A. Heck
Rutland City Clerk

Final Report - Required Work Product and Flood Insurance - Page

- Planning Grants need to upload their work products outlined in Attachment A – Activity Description – Planning (#6012)
- If your project required flood insurance documentation it needs to be uploaded here that also would be outlined in Attachment A

Final Report - Status of Grant Funds & Expenditure Reporting - Page

- Enter the amount requisitioned to date, amount of requisitions in process, the amount set aside for closeout and audit
- All unobligated funds will be returned to the agency or deallocated from the project
- Starting in FY19 Grantee (treasurer) needs to complete how much was reported on the communities Subrecipient Annual Report for each Fiscal Year of the grant, all prior years should upload this information under miscellaneous information

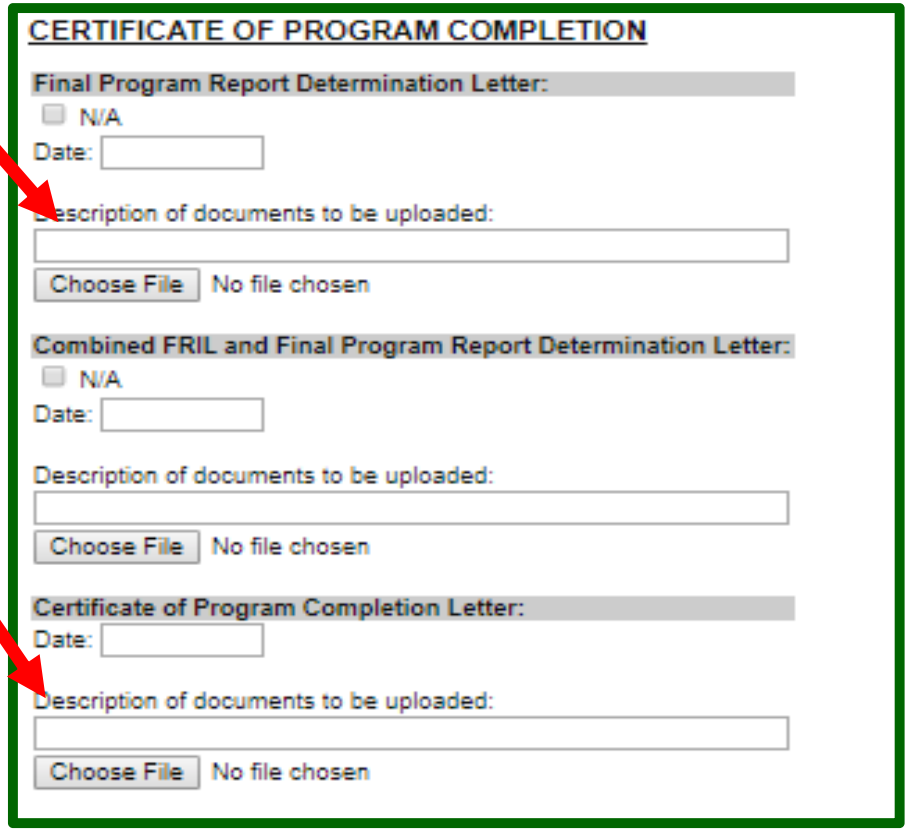
Final Report – Certification - Page

- The Grantee's Municipal Authorizing Official needs to complete and save the page
- The MAO also needs to submit the Final Report

VERMONT

Final Report – Certificate of Program Completion - Page

- Final determination letter
- The project is not complete until the Certificate of Program Completion is issued
- Closeout agreement or Single Audit required for the grant (Attachment A)



VERMONT

Most Common Progress Report Errors

- Inconsistent data on Narrative, Beneficiary and Performance Measures pages
- Budget pages don’t match what's been previously requisitioned or other resources spent
- Contractors and Subcontractors added in multiple progress reports, not just for the period the contracts were executed
- Contractors and Subcontractors ID numbers don’t have the required 9 digits
- Davis Bacon numbers are incorrect some don’t’ include the VT#
- Davis Bacon numbers are added to the architects and engineers' contracts

Most Common Progress Report Errors Continued

- Beneficiaries by Race, Ethnicity and Income page totals for beneficiaries and income don't agree
- Beneficiaries by Race, Ethnicity and Income page previous beneficiary ethnicity data changed from what was previously reported
- Final Public Hearing Tear Sheet uploaded doesn't include all the required information
- Signed Final Public Hearing Minutes
- Status of Grant Funds – General Admin dollars remaining for Single Audit or Closeout Agreement Process.

Tips

- Open two different browsers, log into your GEARS account in both browsers, open the previous Progress Report in one browser and the current progress report in the other to reference when completing the report due
- Review all data entered in the Narrative, Beneficiary and Performance Measures pages for consistency
- Closeout process - have all funds been drawn and benefit met according to the grant agreement, if not you may need to talk with VCDP staff to amend the grant agreement
- Schedule the Final Public Hearing in a timely manner to meet the completion date and report deadline
- Make sure the Municipal Authorizing Official is going to be available to submit the final report to meet the report deadline

QUESTIONS

VERMONT

Vermont Community Development Program

After the Grant: Closeout Agreement

Cassie Bell, Grants Management Analyst

October 17, 2019

VERMONT

Learning Objectives

- Familiarize participants with components of a Closeout Agreement and the Reporting
- Help participants navigate the Grant Agreement for any Closeout Agreement requirements
- Provide opportunity for participants to review the Municipal Financial Summary Report that includes a current list of Closeout Agreements

VERMONT

What is a Closeout Agreement?

A Closeout Agreement:

- is triggered when a Municipality loans out VCDP/CDBG grant funds to a Borrower versus granting to a Subgrantee.
- is between the State and the Municipality to address any loan repayments, called program income.
- establishes a plan for both the use and the management of program income, if received.

VERMONT

A Closeout Agreement: continued

- outlines the compliance for all applicable rules and regulations.
- reflects the basic loan terms (amount, interest & due date) established between the Municipality and Borrower
- describes the requirement of annual reporting for the Municipality

VERMONT

A Closeout Agreement: continued

- Has an effective date of the day after the grant period ends and is typically executed before a grant is closed out.
- Annual reports due are called Closeout Financial Reports or CFR's
- NOTE: Ongoing, any loan term changes need prior written consent of the State and be must authorized by the Municipal Governing Body.

VERMONT

What is a NCDO and a NCDO Agreement?

A Nonprofit Community Development Organization (NCDO) is:

- a public nonprofit organization that administers a VCDP-capitalized revolving loan fund (RLF) which is recognized by the Agency through a certification process.
- a NCDO Agreement is between the State and the NCDO Organization.
- Currently, the State has 8 certified/active NCDOs:
  - 5 housing and 3 economic development focused.

NCDO's: 8 certified & active

Housing NCDO's:

- Champlain Housing Trust
- Downstreet Housing and Community Development
- Gilman Housing Trust (dba RuralEdge)
- Rutland West Neighborhood Housing Services, Inc. dba NeighborWorks of Western Vermont
- Windham & Windsor Housing Trust

Economic Development NCDO's:

- Community Capital of Vermont
- Northeastern Vermont Development Association
- Randolph Area Community Development Corporation

Situation that Calls for a Closeout Agreement or an Assignment to a NCDO Agreement

- Loan terms covered by a Closeout Agreements are either:
  - long-term deferred loan for a housing project borrower, usually to access tax credits or
  - Amortizing/performing loan for an economic development borrower for job creation/retention

VERMONT

Situation that Calls for a Closeout Agreement, continued:

- **Long Term Deferred Loan**–
  - Historically Most Common but soon to be Less Common as we steer away from housing loans
  - When a Municipality provides a deferred loan to a Housing Limited Partnership Borrower

VERMONT

Situation that Calls for a Closeout Agreement, continued:

- **Amortizing/Performing Loan (repaying or repaid)** –
  - Less Common
  - When a Municipality provides a loan to a for-profit Business Borrower

VERMONT

Situation that Calls for an Assignment to a NCDO Agreement, continued:

- **NCDO Assignment for Subgrantee**
  - Somewhat Common
  - When a Municipality subgrants funds to a Nonprofit Community Development Organization (NCDO) who loans out funds for residential home rehabilitation.
  - The Residential Rehabilitation activity grant budget amount is assigned to the Subgrantee's NCDO Agreement
  - No Closeout Agreement necessary for the Grantee.

Where is the Closeout Agreement Reference in my Grant Agreement?

If your grant will require a Closeout Agreement, look for the following:

- Attachment A, Scope of Work and Special Conditions,
  - (A). Definitions. : look for Borrower
  - (B) Project Description: discussion of Program Income
  - (E) Documents to be filed with the Agency,
    - #12. Prior to receipt of Program Income….

Where is the Closeout Agreement Reference in my Grant Agreement? continued:

(I) The Loan and Security Agreement…

- (12): term of Deferred Loan….
- (J) Standard Provisions, Program Income: 1-3
- (K) Closeout Agreement between Grantee (or designated NCDO) and Agency. 1-2

EXAMPLE: Closeout Agreement in Grant Agreement

Attachment A, Scope of Work and Special Conditions,

(A) Definitions: look for Borrower

(B) Project Description: discussion of Program Income

VERMONT COMMUNITY DEVELOPMENT PROGRAM
Grant Agreement
Single Grantee

Hickory Street Phase III

ATTACHMENT A
City of Rutland
07110-IG-2016-Rutland City-00005

SCOPE OF WORK AND SPECIAL CONDITIONS

(A) Definitions - The following definitions shall apply throughout:

Administrator: Rutland Redevelopment Authority, 1 Strongs Avenue, Rutland, VT 05701 (DUNS #063083237 and Fed ID #27-4259177)

Program Manager: Housing Vermont, 100 Bank Street, Suite 400, Burlington VT 05401 (DUNS #781703830 and Federal ID #03-0315075)

Borrower: Hickory Street III Housing Limited Partnership, 100 Bank Street, Suite 400, Burlington VT 05401 (DUNS #080318919 and Federal ID #30-0945960)

Program Income (PI): As defined at 24 CFR 570.489(e)

(B) **Project Description**:

The Grantee shall provide a deferred loan of VCDP funds together with Other Resources, as set out in the *Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses,*

EXAMPLE: Closeout Agreement in Grant Agreement, continued:

(E) Documents to be filed with the Agency,

#12. Prior to receipt of Program Income**….**

(E) The following documents shall be filed with the Agency at the times specified:

(12) Prior to the receipt of Program Income or the Completion Date, whichever is sooner, the Grantee must inform the Agency whether Grantee will be entering into a Closeout Agreement with the Agency or whether it will be assigning the loan to a Non-Profit Community Development Organization approved by the Agency.

EXAMPLE: Closeout Agreement in Grant Agreement, continued:

(I) The Loan and Security Agreement…

(12): term of Deferred Loan….

(I) The **Loan and Security Agreement** between the Grantee and the Borrower shall carry provisions which incorporate by reference this Agreement and include, at a minimum, the applicable provisions of sample "Loan and Security Agreement" (VCDP *Grants Management Guide,* Chapter 4) and language to provide for the following:

(12) Require the term of the Deferred Loan to be 30 years at 0% interest.

EXAMPLE: Closeout Agreement in Grant Agreement, continued:

(J) Standard Provisions, Program Income: 1-3

(J) In conformance with **Standard Provisions § XIV, Program Income**, any program income generated by VCDP funds will be placed in a Revolving Loan Fund (RLF), managed by the Grantee or its designated regional nonprofit community development organization ("NCDO"), for support of future activities eligible under the Federal Act.

(1) Said RLF shall, at a minimum, comply with the applicable provisions of the VCDP *Grants Management Guide*, Chapter14 and Appendix A, Agency Procedures, Chapter 22.

(2) Prior to the receipt of Program Income under this Agreement or the Completion Date, whichever is sooner, Grantee must inform the Agency whether it will be entering into a Closeout Agreement with the Agency or whether it will be assigning the loan to a certified NCDO, approved by the Agency, which will enter into a new, or amend an existing, Closeout Agreement with the Agency.

(3) The use of Program Income from the RLF shall be governed by a Closeout Agreement between the Grantee, or its designated NCDO, and the Agency, as set out below in Paragraph J.

EXAMPLE: Closeout Agreement in Grant Agreement, continued:

(K) Closeout Agreement between Grantee (or designated NCDO) and Agency. 1-2

(K) A **Closeout Agreement** between the Grantee, or its designated NCDO, and the Agency specifying how Program Income is to be used shall be executed prior to the withdrawal or disbursal of funds from the RLF or the issuance by the Agency of a Certification of Program Completion, whichever is sooner. It is understood and agreed that the Federal Act requires that Grantee record, track, and report Program Income for as long as such exists.

(1) Closeout Agreements shall be in substantially the same form as contained in the Grants Management Guide in effect at the beginning of the Fiscal Year in which it is executed.

(2) The return to the Agency of any income generated under a Closeout Agreement, whether as an assessment or as a recapture of inactive funds, shall be governed by the provisions of the ***Agency Procedures*** in effect at the beginning of the Fiscal Year in which the income is first received.

Where is the NCDO Agreement Reference in my Grant Agreement?

If your grant will require an assignment to a NCDO Agreement, look for the following:

- **Attachment A, Scope of Work and Special Conditions**,
  - (A). Definitions: look for Subgrantee, Program Income, NCDO
  - (B) Project Description: discussion of discussion of Housing Rehabilitation Revolving Loan Fund

Where is the NCDO Agreement Reference in my Grant Agreement? continued

- (E) Documents to be filed with the Agency,
  - #9. Prior to first requisition…NCDO Agreement be amended….
- (I) The Subgrant Agreement….
  - (7): ….develop Model Grant and Loan Documents…borrowers…
  - (10)…Program Income….in a Revolving Loan Fund…
  - (11) Said RLF shall….

EXAMPLE: NCDO ASSIGNMENT in Grant Agreement Attachment A, Scope of Work and Special Conditions

- **(A). Definitions. :** look for Subgrantee, Program Income, NCDO
- **(B) Project Description:** discussion of Subgrant funds…

VERMONT COMMUNITY DEVELOPMENT PROGRAM
Grant Agreement
Single Grantee

Northeast Kingdom Revolving Loan Fund

ATTACHMENT A
Town of Lyndon
07110-SS-2016-Lyndon-00003

SCOPE OF WORK AND SPECIAL CONDITIONS

(A) Definitions - The following definitions shall apply throughout:

Subgrantee: Gilman Housing Trust Inc. dba Rural Edge, 48 Elm Street, PO Box 259 Lyndonville VT 05851 (DUNS# 072690469; Federal ID# 030301520)

Administrator: Rural Edge

Program Manager: Rural Edge

Program Income (PI): As defined at 24 CFR 570.489(e)

Nonprofit Community Development Organization (NCDO): an organization designated as such pursuant to VCDP Agency Procedures, Chapter 22, and as such, eligible to receive Unrestricted Revenue.

Unrestricted Revenue (UR) - Unrestricted Revenue is income directly generated by the VCDP grant funds and received by a Subgrantee meeting the definition of a Non-Profit Community Development Organization (NCDO), including gross income resulting from second, third, etc. generation loans. Such income may be used only for activities eligible under Title I of the federal Housing and Community Development Act of 1974, as amended.

(B) **Project Description**:

The Grantee shall **subgrant** VCDP funds together with Other Resources, as set out in the *Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses,* to the Gilman Housing Trust, Inc. (DBA Rural Edge) to continue the Northeast Kingdom Revolving Loan Fund (NEKRLF) in Orleans, Essex, and Caledonia Counties. The NEKRLF is a housing rehabilitation revolving loan fund that provides loans and or grants to income eligible households for owner-occupied housing rehabilitation, home access modification grants

EXAMPLE: NCDO ASSIGNMENT in Grant Agreement, continued

(E) Documents to be filed with the Agency,

#9. Prior to first requisition…NCDO Agreement be amended….

(E) The following documents shall be filed with the Agency at the times specified:

VERMONT COMMUNITY DEVELOPMENT PROGRAM		ATTACHMENT A
Grant Agreement	Northeast Kingdom Revolving Loan Fund	Town of Lyndon
Single Grantee		07110-SS-2016-Lyndon-00003

(9) Prior to the first requisition of funds under this Agreement, the NCDO Agreement between Subgrantee and the Agency, number GHT-00004, shall be amended to include this Grant Agreement, SS-2016-Lyndon-00003.

EXAMPLE: NCDO ASSIGNMENT in Grant Agreement, continued

(I) Subgrant Agreement…

(7): ….develop Model Grant and Loan Documents…borrowers…

(10)…Program Income….in a Revolving Loan Fund…

(11) Said RLF shall….

(I) The **Subgrant Agreement** between the Grantee and the Subgrantee shall contain such provisions as are appropriate and necessary to meet the requirements of the VCDP as set forth in this ***Agreement***, and as set forth in the "Sample Subgrant Agreement" (VCDP *Grants Management Guide,* Chapter 4); shall incorporate by reference this Grant Agreement; and shall, at a minimum, provide for the following:

(7) Require the Subgrantee to develop a Model Grant and Loan Document between the Subgrantee and the grantees/borrowers, which shall incorporate by reference this Agreement, and set forth the terms and conditions of the grant and loan, including the following:

(10) In conformance with Standard Provisions § XIV, Program Income, any program income generated by VCDP funds will be placed in a Revolving Loan Fund (RLF), managed by the Grantee or its designated regional nonprofit community development organization ("NCDO"), for support of future activities eligible under the Federal Act.

(11) Said RLF shall, at a minimum, comply with the applicable provisions of the VCDP Grants Management Guide, Chapter on Program Income, Closeout Agreements, and NCDOs, as well as Appendix A, Agency Procedures, Chapter 22.

How do we get a Closeout Agreement?

- State will offer a Closeout Agreement to Municipality
- Municipal Authorizing Official signs off
- DHCD Commissioner executes the agreement
- GMA uploads fully signed copy in online file.

VERMONT

Who has a System Role in a Closeout Agreement?

System Roles:

- **Administrator/Financial Officer** (A/FO or FO) enters information - Municipal/NCDO

- **Municipal Authorizing Official** (MAO) or **NCDO Authorizing Official** (AO) certifies information, changes status to submit reports.

- Writer: With a Municipal Authorizing Official's permission, a **Borrower or Borrower agent** may be attached to the Closeout Agreement and related Closeout Financial Reports to upload annual audited financial reports from Borrower

When are the Closeout Financial Reports (CFR) for Municipal or NCDO's Due?

Annual reporting Due after the end of Municipality/NCDO's fiscal year:

- **For fiscal years ending June 30, the deadline is now September 30;**
- **For fiscal years ending December 31, the deadline is either March 31st or June 30th.**

To Report on a Long Term Deferred loan in GEARS – Part 1 Only – Admin/Finance Officer Complete.

Long-term deferred loans complete **only Part 1**:

- Select Organization Type, to create Municipal Part 1
- Complete Part 1:
  - **Municipal Reporting Period**: July 1 – Jun 30; Jan 1 – Dec 31
  - **Is your loan deferred**? -> Yes
  - **Upload**: Borrower's audited Financial Statement
  - Save Page

Long-term deferred loan, Part 1 Certification by MAO:

Complete Part 1:

- **Certification of Part 1**: **Municipal Authorizing Official certifies the report** that during the fiscal year that the project:
  - **continued to perform** as prescribed in the provisions of the Loan and Security Agreements, and that
  - is included **in the municipality's Annual Report** contains substantially the same information.
- Save Page
- Change Status to Submit CFR

To Report on Amortizing/Performing loan in GEARS Part 1 & Part 2 →MAO Certify Part 2

Admin/Finance Officer Complete

Amortizing/Performing loans (repaying/repaid), complete both Part 1 and Part 2.

- Select Organization Type to create Municipal Part 1
- Complete Part 1:
  - **Municipal Reporting Period**: July 1 – Jun 30; Jan 1 – Dec 31
  - **Is your loan deferred**? ->No
  - Save Page

To Report on Amortizing/Performing loan in GEARS Part 1 & Part 2 →MAO Certify Part 2, continue

Complete Part 2:

- **Section A**: Gross Receipts
- **Section B**: Expenditures
- **Supporting Documents** to include:
  - Revolving Loan Fund (RLF) **Bank Statements** begin/end,
  - **RLF Accounting Ledger** showing all funds coming in and going out during reporting period, to include original loan, 2nd generation loans and beyond.

To Report on Amortizing/Performing loan in GEARS Part 1 & Part 2 →MAO Certify Part 2, continued

- **Section C**: Assessment payment
- **Section D**: Loan Portfolio and Delinquencies
- **Section E**: Use & Compliance of Program income
  - Detailed report of loans made to borrowers;
  - If no loans, expenditure plan
- **Section F**: Management of Revolving Loan Fund

To Report on Amortizing/Performing loan in GEARS Part 1 & Part 2 →MAO Certify Part 2, continued

- **MAO Reviews Report & Certifies**
- **Certification of Part 2**: **Municipal Authorizing Official certifies** that:
  - the Financial Report of Program Income and Summary of receipts and expenditures reported are **accurate and complete**, and
  - This information is contained in the M**unicipality's Annual Report**
  - **Save Page**
  - **Change Status to Submit**

Municipal Financial Summary Report that includes a current list of all Closeout Agreements – Long Term Deferred

Financial Summary Report

Final Termination Date: **Assigned To:** **Execution Date:**

Federal ID:	**DUNS Number:**	**Closeout Agreement Number:**	**Project Name:**
036000499	027921428	CL-2012-Hardwick-00002	Maple Street Housing, LP

Borrower		**Loan Value**	**Assessment %**	**Loan Assessment**	**Repayment Starts**	**25 Percent Recapture (Only)**
Maple Street Housing LP	**Loan 1**	$340,000.00	50%	$170,000.00	04/10/2044	0%
	Loan 2	$0.00	0%	$0.00		
	Loan 1 and 2 Totals:	$340,000.00		$170,000.00		
	(Minus) Assessment Payments:			$0.00		
	Remaining Assessment Balance:			$170,000.00	*	
	Reported Amount Available To Loan:			$0.00	^	

*** Note: Total is derived by using the Total Loan Assessment value (minus) the Total Assessment Payments made.**
If your Assessment % is 25%, then this amount will represent the Total Assessment Value of the Loan.
^ Note: Total is derived by the Total Gross Receipts Reported (minus) Total Expenditures Reported (minus) Total Assessment Payments made.

	Gross Receipts	**Expenditures**	**Assessment Payments**	**Admin Costs**	**% Admin**	**# of Loans**	**Total Loaned**	**# of Delinquent Loans**	**Delinquent Loan Amount**	**% Delinquent**	**Yr-End Loss Balance**
Closeout Agreement TOTALS to date:	$0.00	$0.00	$0.00	$0.00							
Reporting Period											
07/01/2015 - 06/30/2016	$0.00	$0.00	$0.00	$0.00	0%		$0.00		$0.00	0%	$0.00
07/01/2016 - 06/30/2017	$0.00	$0.00	$0.00	$0.00	0%		$0.00		$0.00	0%	$0.00
07/01/2017 - 06/30/2018	$0.00	$0.00	$0.00	$0.00	0%		$0.00		$0.00	0%	$0.00
07/01/2018 - 06/30/2019	$0.00	$0.00	$0.00	$0.00	0%		$0.00		$0.00	0%	$0.00

To learn more about Closeout Agreements/Resources, review:

- **Municipal Closeout Agreement**
- **Municipal loan documents** with Borrower.
- **Reporting Guidance**: "VCDP Closeout Agreement (CL) Annual Financial Report (CFR) Instructions" Sept 6 2019
- **Long Term Deferred Guidance**: "VCDP/CDBG Guidance & Process Steps for Long Term Deferred Housing Tax Credit Loans" November 2018
- **Financial Summary Report**: Run GEARs report
- **Grants Management Guide:**
  - 'If Grant Funds are Loaned' section
    - Chapter 14 Closeout Agreement, Program Income and NCDO. Found at: http://accd.vermont.gov/community-development/funding-incentives/vcdp/grants-management-guide

Thank you

Questions:

Cassie Bell
cassie.bell@vermont.gov
802-828-5211

VERMONT

Grants Management Compliance Symposium

Lunch on Your Own

12:00PM – 1:15PM

Presentations will Resume in the Auditorium

A List of Local Eateries is Provided

VERMONT

Vermont Community Development Program

Requisitions Compliance Principles

Presented by Karen Allen and Joe Le Clair

October 17, 2019

VERMONT

Learning Objectives

By the end of this session you will be able to:

- Successfully access the Requisitions module in GEARS;
- Successfully upload and submit Requisitions to Grants Management staff; and
- Successfully navigate the status aspects of the Requisition module

VERMONT

When is a grantee eligible to requisition?

- Grant Award Conditions are successfully met;
  - Grantee will get a GEARS notification (*Attachment A of grant agreement*)

- Grant Award Special Conditions are successfully met;
  - Grantee will get a GEARS notification (*Attachment A of grant agreement*)

- Bank account information is provided to ACCD by grantee;
  - Grantee **will not get** a GEARS notification
  - **This should be done at least two week prior to sending in your first requisition**

VERMONT

Home | Applications | Monitoring/Reporting | Requisitions/Claims/Invoices | Archive

Reports | Training Materials | Organization(s) | Profile | Logout

ADD NOTE

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Document Information: 07110-IG-2019-Barre City-02

Details

APPLICATION SNAPSHOT

Application Progress:

You have completed 100% of your application.

Applicant Municipality:City of Barre

Municipal Authorizing Official: Steven Mackenzie

Contact Person: Pattie Dupuis

Related Documents

Name
Initiate a new VCDP Davis-Bacon Certified Payroll Reporting 2019
Initiate a new VCDP Requisition 2019
PR-2019-1-Barre City-00013 Progress Report Approved
PR-2019-2-Barre City-00019 Progress Report Approved
PR-2019-3-Barre City-00025 Final Program Report Cleared

Home | Applications | Monitoring/Reporting | Requisitions/Claims/Invoices | Archive

Reports | Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Agreement

Please make a selection below to continue.

Are you sure you want to create a requisition?

I AGREE | I DO NOT AGREE

Powered by IntelliGrants ®

© Copyright 2000-2019 Agate Software, Inc.

Home | Applications | Monitoring/Reporting | Requisitions/Claims/Invoices | Archive

Reports | Training Materials | Organization(s) | Profile | Logout

ADD NOTE

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Forms Menu

Status	Page Name	Note
Requisition		
	Requisition of VCDP Funds - Narrative	
	Requisition of VCDP Funds - Budget (5)	
	Requisition of VCDP Funds – Supporting Documentation	
	Requisition Summary	
Reports		
	Requisition Specific Summary Report	
	Requisition Specific Summary Report (Excel Export)	

Ba

Docur

Paren

De

REQU

Project

Requis

Prepar

VCDP A

VCDP Expended Amount:

VCDP Requisitions Menu - Forms

Please complete all required forms below.

Document Information: REQ-2019-Barre City-00003
Parent Information: 07110-IG-2019-Barre City-02

Details

Forms

Status	Page Name
Requisition	
	Requisition of VCDP Funds - Narrative
	Requisition of VCDP Funds - Budget (5)
	Requisition of VCDP Funds – Supporting Documentation
	Requisition Summary
Reports	
	Requisition Specific Summary Report
	Requisition Specific Summary Report (Excel Export)

REQUISITION OF VCDP FUNDS - NARRATIVE

Is this the final requisition? If yes, check the checkbox.

Report Prepared by *

Cash Balance in Depository Account *

Transfer Funds To

Please verify the bank account information we have on file listed below is correct. If the bank information is not correct please update the fields below and Bank Account Information page within the application and notify your Community Development Specialist of the change. If change is needed it may delay the requisition processing to allow time for the new account to be set up with the Treasurer's office.

Depository Bank *

Account # *

Address *

Requisition Narrative:

Please provide a brief update of project status.

*

0 of 1500

As specified in your grant agreement, VCDP funds should be expended on a pro rata basis with Other Resource, unless otherwise authorized by the Agency. Please include an explanation if VCDP funds are not being expended on a pro rata basis.

0 of 1500

Grantee must set up non-interest bank account at least two weeks prior to submitting your requisition

Note the following:

- Activity that took place during period (between reqs)
- % completion of project both in terms of work and money

If requisition is not in “pro rata” please explain why.

Grant Agreement

- Draft Grant Agreement and Comments
- Grant Agreement and Amendment Documents
- Bank Account Information
- Special Conditions Documents

Reports

BANK ACCOUNT INFORMATION

Please notify your CD Specialist when this page has been completed to prevent a delay with your requisition. DHCD staff needs to submit this information to the Department of Finance seven days prior to a requisition being processed.

If there is a change in an account already on file you must enter the Previous Account #.

The Grants Management System and Intellegrants web application is Secured Socket Layers (SSL) certified. This insures that ANY information sent to or from a user is encrypted. SSL is the standard in the industry for protecting the privacy of information transmitted over the Internet.

Please note that this is the same level of security the tax department uses.

All VCDP/CDBG-DR funds will be electronically deposited to a specific depository account. This account must be a **non-interest bearing checking account**, separate from all other non-VCDP/CDBG-DR and VCDP interest-bearing funds, fully insured by FDIC, FSLIC, or similar governmental body. Funds from more than one VCDP/CDBG-DR Grant Agreement may be deposited in the same depository account, but regular CDBG and CDBG-DR funds cannot be co-mingled in the same depository account together.

The bank account designated herein will serve as the depository account for the VCDP/CDBG-DR funds received under this grant agreement.

Be advised, if you have more than $5,000 in the depository account, HUD regulations require it be spent within 10 calendar days. Failure to abide by this rule will result in a monitoring and audit finding.

Action Requested (check one) * ☐ New ☐ Change in account on file

SS#/Employee ID# *

Date (mm/dd/yyyy) *

Account Holder Name *

Account Holder Address *

Account Holder Telephone# *

Bank *

Branch Address *

Bank Representative *

ABA Number *

Account # *

Previous Account #

Insured by *

For amounts up to *

Municipal Official / Authorizing Official *

You are here: > VCDP Requisitions Menu > Forms Menu > Requisition

Economic_Development: IG-Individual Development Accounts ▼ GO

- Economic_Development: IG-Individual Development Accounts
- Housing: IG-General Administration
- Housing: IG-Residential Rehabilitation Single
- Public_Facilities: IG-Flood/Drainage
- Public_Services: IG-Program Management

REQUISITION OF VCDP FUNDS - BUDGET

1) Complete the requisition form for every activity of your budget. (Press the 'Save' button b
populate various data fields.) If no request is being made on a particular activity $0 must be entered.

2) Complete Other Resources expended to date for each activity.

3) Press 'Save' again when complete and click on the drop down menu to continue on to the next budget activity.

Note:

- *Amount requisitioned cannot be less than $2,500 unless this is your final requisition.*
- *If this is your first requisition, please be sure to complete the Bank Account Information page within the application and notify VCDP staff when it has been completed. They will need to contact Finance and Management at least (7) days prior to your first requisition being made. This will prevent delays with your requisition.*

Activity Economic_Development: IG-Individual Development Accounts

VCDP Budgeted	Previously Requisitioned	This Request	Requisitioned to Date	Correction	Balance
$100,000	$0	*			

Provide a description for the amount(s) requested for this activity:

Other Resources	Other Description	Budget Amount	Expended Since Last Requisition	Expended to Date	Correction	Balance
(NW) - NeighborWorks	Other Resourse	$200,000				

Attachment B – 4. Sources and Uses

Other Resources	Funding Source	Type	Amount	Status
Low Income Housing Tax Credit (LIHTC) - Other Resouce	Federal	Cash-In-Kind	$1,000,000	Committed
Municipal Contribution (MUNI) - Other Resources	State/Local	Cash-In-Kind	$10,000	Committed
NeighborWorks (NW) - Other Resourse	Private	Cash	$200,000	Pending
Vermont Housing & Conservation Board (VHCB) - Other Resources	State/Local	Loan	$10,000	Pending
Other (Other) - Other Resouce	State/Local	Cash-In-Kind	$5,000	Committed

Activity	Program Area	Code	VCDP Amount	VHCB	LIHTC	NW	MUNI	Other	Total Activity Costs
Flood/Drainage	Public_Facilities	1006	$100,000				$10,000		$110,000
Program Management	Public_Services	2013	$5,000	$10,000					$15,000
Residential Rehabilitation Single	Housing	3002	$500,000		$1,000,000				$1,500,000
Individual Development Accounts	Economic_Development	4026	$100,000			$200,000			$300,000
General Administration	Housing	5013	$0					$5,000	$5,000
Total Costs			$705,000	$10,000	$1,000,000	$200,000	$10,000	$5,000	$1,930,000
Percentage of Total			37%	1%	52%	10%	1%	0%	

REQUISITION OF VCDP FUNDS – SUPPORTING DOCUMENTATION

Please upload the following supporting documentation for this requisition:

1. A cash control/general ledger showing all financial transactions for VCDP Funds **AND** Other Resources as detailed in the grant agreement Budget ('Sources and Uses' section of Attachment B). The ledger should include information found in the Sample Ledger.

2. All invoices and other backup documentation, such as timesheets, invoices, cleared checks and/or bank statements to support the amount of VCDP funds being requested. Please contact VCDP staff for more information on adequate supporting documentation or refer to Requisition Guidance Memo.

3. **PLANNING GRANTS** - copies of all invoices and other backup documentation such as timesheets to support all grant expenditures (VCDP and Other Resources) should be provided. This is because planning grants are not monitored on-site, and we need to verify Other Resources for the desk review).

Refer to your grant agreement for details on the following sections: Special Conditions (see Attachment A in Grant Agreement), Payment Requisitions and Reporting Requirements (see Attachment B in Grant Agreement) and CDBG Standard Provisions- Program Costs (see Attachment D in Grant Agreement).

REMINDER: All invoices, timesheets, and other backup documentation, including those for Other Resources, must be maintained in the grantee's files and must be made available for review at time of monitoring.

Cash Control Ledger	Choose File No file chosen	*
Timesheets	Choose File No file chosen	☐ N/A
VCDP Invoices	Choose File No file chosen	☐ N/A
Other Resources Invoices/Expenses	Choose File No file chosen	☐ N/A
Warrant (for first requisition only)	Choose File No file chosen	☐ N/A
Cleared Checks (current requisition)	Choose File No file chosen	☐ N/A
Cleared Checks (from Town to Developer or Subgrantee)	Choose File No file chosen	☐ N/A
Document Name		Choose File No file chosen

Sample Sources and Uses Ledger for CDBG or DR Grants

Grant Name

Vendor or Staff Name and Description	Invoice #	Req #	Payment Date	Check #	VCDP	Other Resources #1	Other Resources #2	Other Resources #3
				Award Budget	**250,000**	**300,000**	**200,000**	**250,000**
Vendor 1- Construction	Invoice #1	1	1/15/16	200	10,000.00	15,000.00		
Vendor 2- Construction	Invoice #2	1	1/20/16	201	15,000.00		7,500.00	
Vendor 1- Construction	Invoice #3	2	3/2/16	202	25,000.00			
Vendor 2- Construction	Invoice #4	2	3/5/16	203				10,000.00
Public Facility - Rehab SubTotal					**50,000.00**	**15,000.00**	**7,500.00**	**10,000.00**
Vendor 3- Engineering	Invoice #5	1	1/20/16	204	2,500.00	-		500.00
Staff Time- Counseling	Invoice #6	2	3/10/16	205	500.00	-		
Program Management SubTotal					**3,000.00**	**-**	**-**	500.00
Vendor 4- Legal Services	Invoice #7	1	1/25/16	206	1,500.00	-		
Staff Time- Progress Report and GA		2	3/15/16		500.00	-	1,000.00	
Grant Administration SubTotal					**2,000.00**	**-**	**1,000.00**	
Grand Total of Expenditures					**55,000.00**	**15,000.00**	**8,500.00**	**10,500.00**
Funds Remaining					**195,000.00**	**285,000.00**	**191,500.00**	**239,500.00**

Requisition Staff time..

Requests for Staff time reimbursement submissions must include:

1. Staff Name(s)
2. Date(s) of services
3. Total Hours worked, including non-VCDP hours
4. Hourly Rate of Pay (including benefits if charged to the grant)
5. Total dollar amount per employee
6. Grand total
7. Program Activity associated with the grant (i.e. General Administration, Program Management)

VERMONT

Requisitioning expenses from Vendor(s)…

a. Invoices should be on vendor's letterhead and should reference the project name, or be an **AIA certified** and signed invoice;
b. Dates of service;
c. Description of services provided;
d. Hourly rate(s) or description of how amounts are calculated if not based on an hourly rate.
e. If VCDP funds are being used to pay part of an invoice, explain the allocation.
f. Receipts must be after the Environmental Review Release Letter date (*Attachment A of grant agreement*) unless specifically addressed in the grant agreement

Evidence of Payments

1. If VCDP funds are being drawn for costs incurred and paid up front by the grantee (or subgrantee)….
   - Then a copies of the cleared checks for those expenditures must be submitted.
2. If VCDP funds are being drawn for costs incurred but not yet paid by the grantee (or subgrantee)…
   - Then copies of the **cleared checks** for those expenditures **must be submitted** with the subsequent requisition.

VERMONT

Document Information: REQ-2019-Barre City-00003
Parent Information: 07110-IG-2019-Barre City-02
Details

You are here: > VCDP Requisitions Menu > Forms Menu

REQUISITION SUMMARY

Please save the page to auto populate the table based on recorded data on the

Total VCDP Budgeted	$705,000
Total Other Resources Budgeted	
This Requisition Amount	
Balance Available to Requisition	
Other Resources Expended for this Requisition Amount	
Balance Available for Other Resources	
VCDP Requisitioned To Date	
VCDP Requisitioned To Date	%
Other Resources Expended To Date	
Other Resources Expended To Date	%

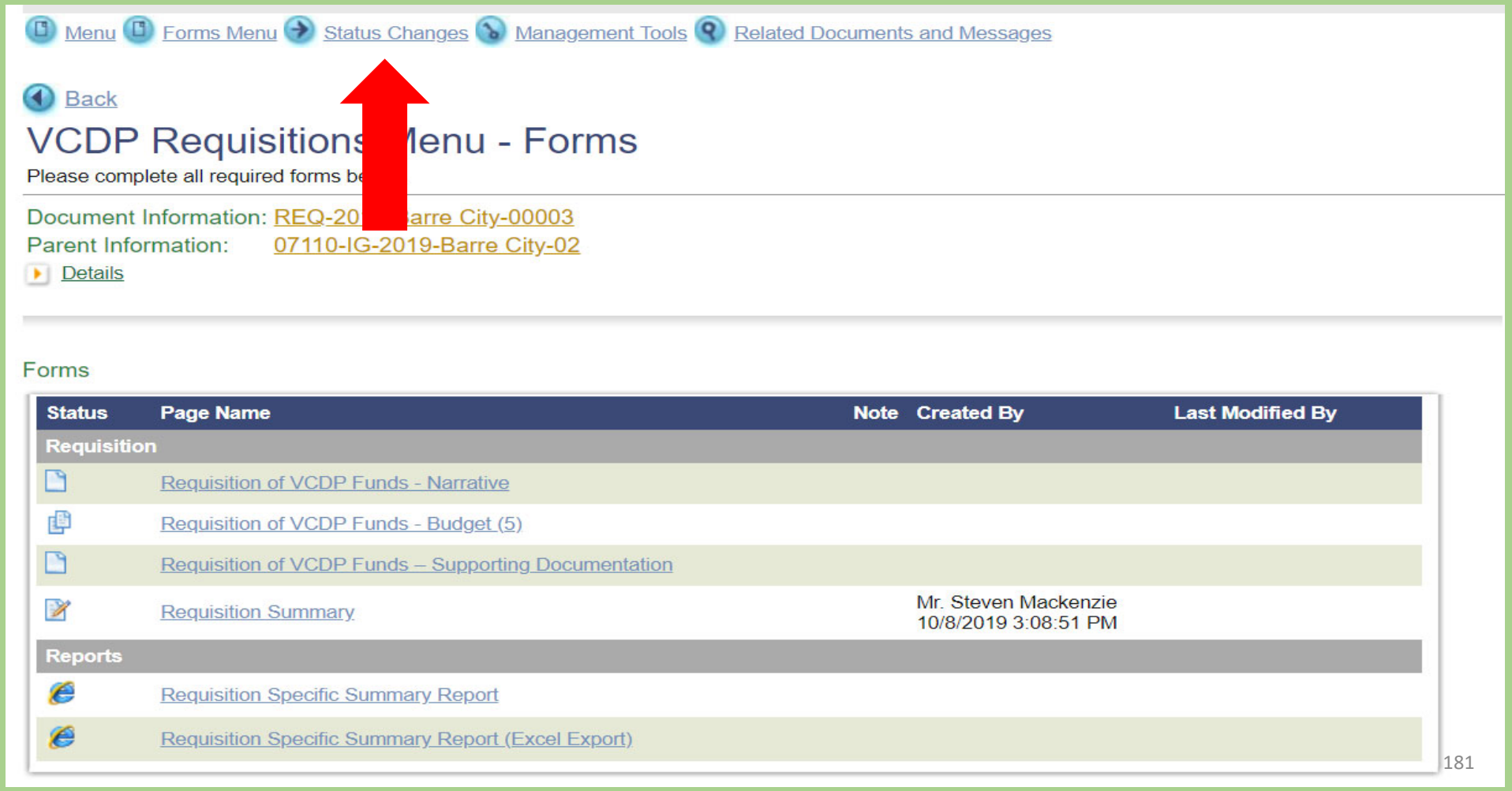
Your final completed requisition will look like this

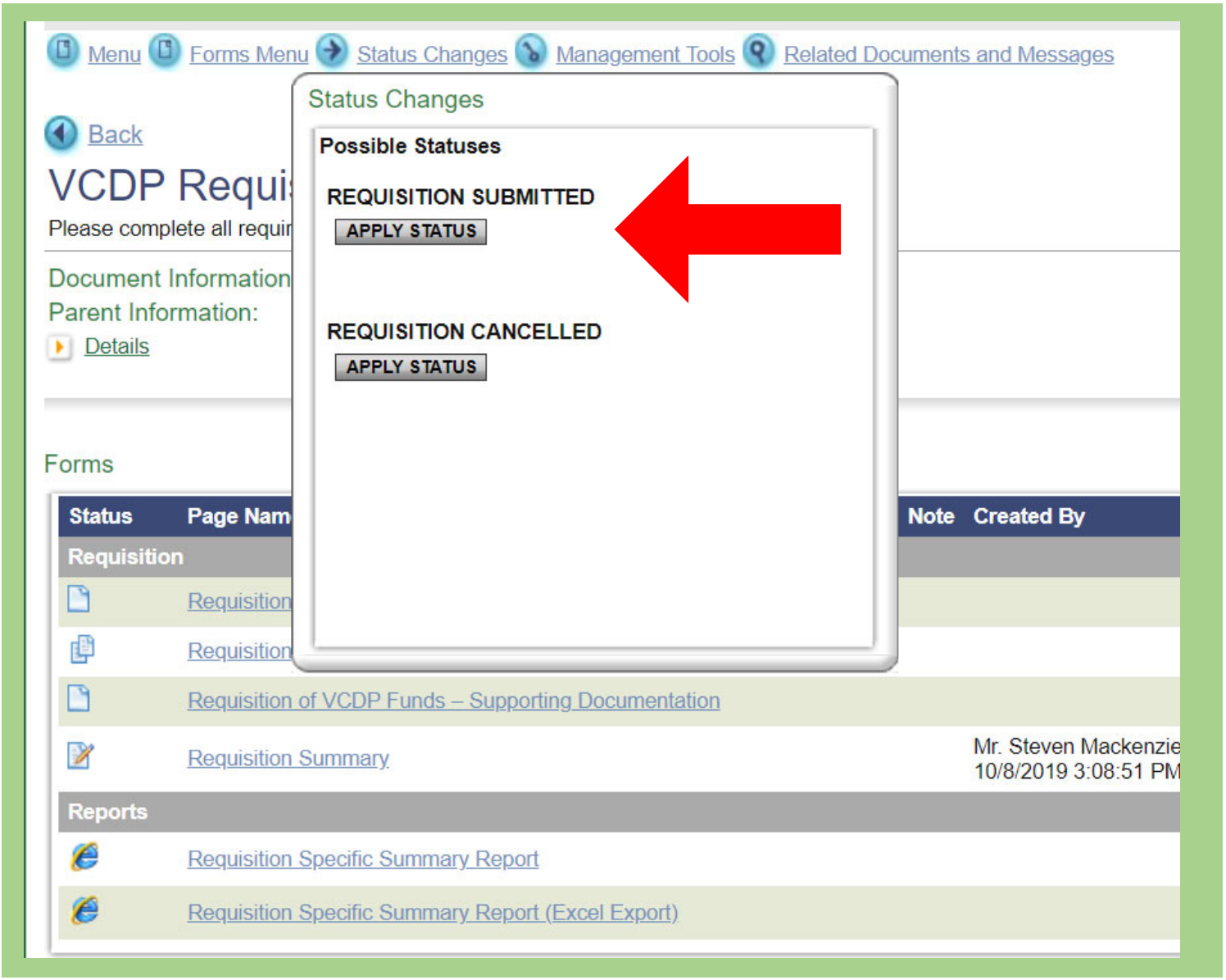
Total VCDP Budgeted	$705,000
Total Other Resources Budgeted	$1,225,000
	$200,500
This Requisition Amount	
Balance Available to Requisition	$504,500
	$261,833
Other Resources Expended for this Requisition Amount	
Balance Available for Other Resources	$963,167
	$200,500
VCDP Requisitioned To Date	
VCDP Requisitioned To Date	28%
	$261,833
Other Resources Expended To Date	
Other Resources Expended To Date	21%

Pro Rata

Total VCDP Budgeted	$150,000
Total Other Resources Budgeted	$851,137
This Requisition Amount	$68,368
Balance Available to Requisition	$81,632
Other Resources Expended for this Requisition Amount	$233,486
Balance Available for Other Resources	$617,651
VCDP Requisitioned To Date	$68,368
VCDP Requisitioned To Date	45%
Other Resources Expended To Date	$233,486
Other Resources Expended To Date	27%

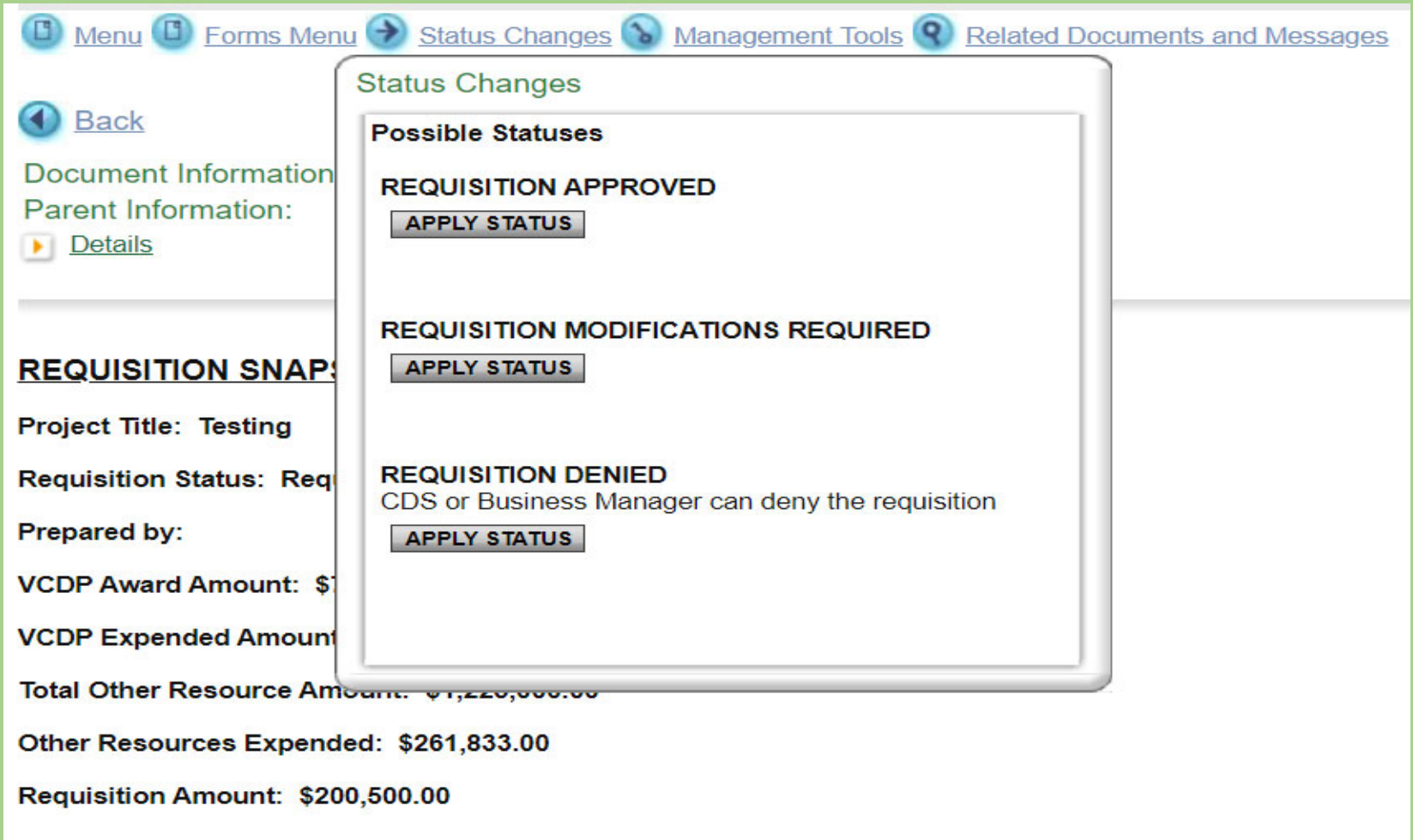
Submission


Menu
Forms Menu
Status Changes
Management Tools
Related Documents and Messages
Back
VCDP Requisitions Menu - Forms
Please complete all required forms be
Document Information: REQ-20 arre City-00003
Parent Information: 07110-IG-2019-Barre City-02
Details
Forms
Status
Page Name
Note
Created By
Last Modified By
Requisition
Requisition of VCDP Funds - Narrative
Requisition of VCDP Funds - Budget (5)
Requisition of VCDP Funds – Supporting Documentation
Requisition Summary
Mr. Steven Mackenzie
10/8/2019 3:08:51 PM
Reports
Requisition Specific Summary Report
Requisition Specific Summary Report (Excel Export)



Are all the documents uploaded? Ok, let's change the status!!!!

Approval or More Modifications



If put into the “mods loop”

- Everyone attached to this record will get an email outlining information to be corrected/added before ACCD can approve.
- GEARS record will say “Modifications Required”
- After missing/corrected information has been uploaded, Grantee must change status to “Modifications Submitted”
  - This will alert the grants management staff that the requisition has been “resubmitted”
- GMS will review revised requisition

VERMONT

Requisition Successfully Approved

- VCDP funds may be requisitioned as advances and/or reimbursements, except as provided in paragraph (C), below. The Grantee shall establish procedures to ensure that any VCDP funds in excess of $5,000 are expended within **ten (10) calendar day**s of receipt in Grantee's depository account…
- Grantee MUST check their bank account (put in on your calendar) to confirm the money has hit their account (don't let is sit more than 10 days!!)
  - From Attachment D of your grant agreement
- Since we are cost/reimbursable reimburse money paid to vender(s)
  - Could be a bridge loan, municipal funds, ect
- If your last requisition, unused money must be returned to the agency

Karen's Tips

- Finance person should know all the types of sources which are contributing to the grant/project so that all grant/donor requirements are met
  - As with our money, some of the money that goes into the project may have restrictions or requirements of use
- Develop/use a comprehensive and logical accounting system
  - Records must be kept for at least three years after the end of the grant (see Attachment D of grant agreement)

VERMONT

Karen's Tips

- Keep reports/backup documentation from any previous requisition on hand when processing a new requisition as it is a handy reference.
- When doing your requisition, its helpful to have the grant agreement on hand, specifically the pages which outline the breakdown of activity by funding source as originally provided in the application.

VERMONT

Schedule

- VCDP processes draws on 1st and 15th of every month
  - If these dates fall on a State holiday, we will process the following Monday
  - Requisition schedule subject to change during late May through early July as this is the State's end of fiscal year
- To be eligible for the next draw, all documents must be submitted in GEARS no later than eight prior to the 1st or 15th
- Payment should arrive in grantee's account two business days after requisitions are processed
- Schedule can be found in your packets

Q&A

Joe Le Clair

Joseph.leclair@vermont.gov

VERMONT

Dalmatian Plantation Productions

Thank you for your attendance!

See you next Symposium!