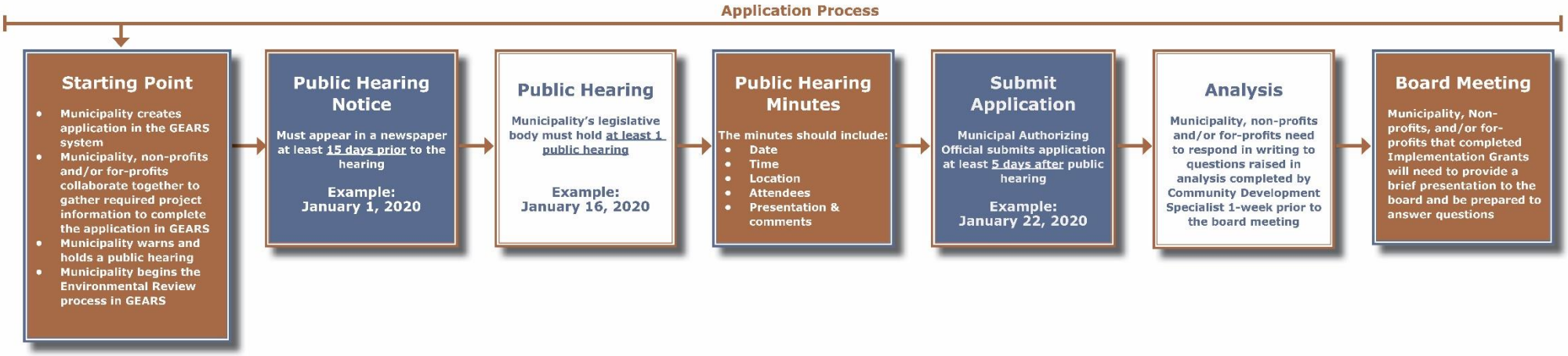
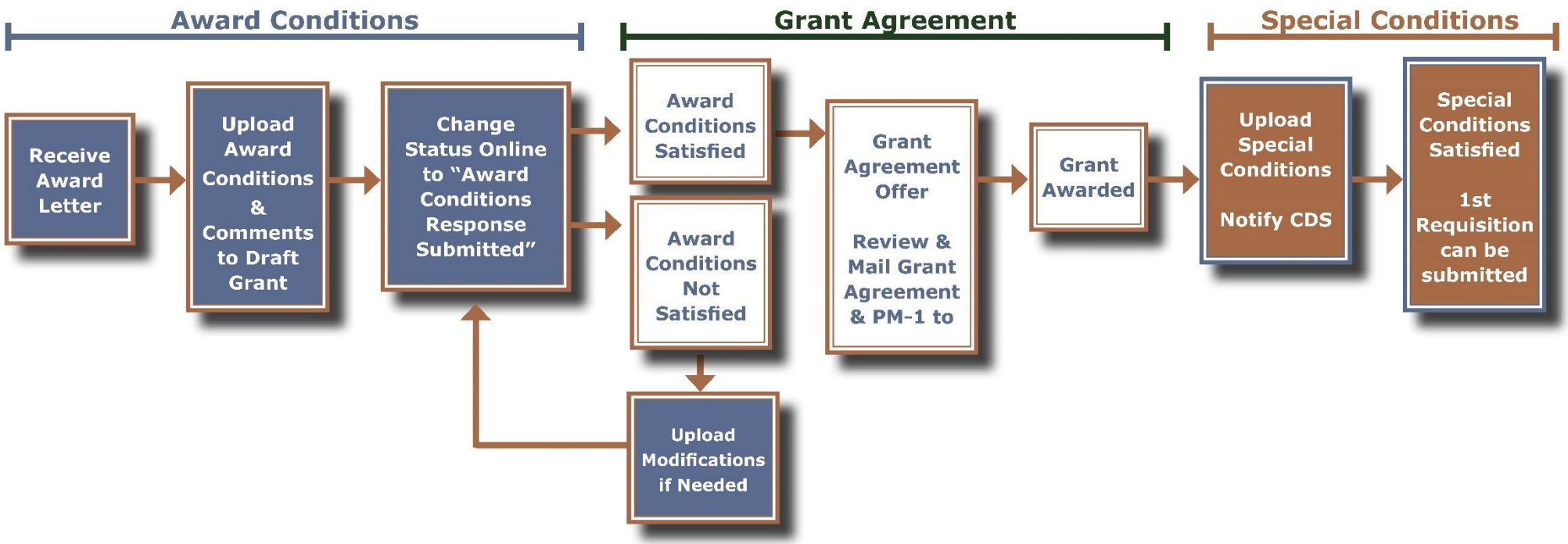
1. Application Process



2. Getting a Grant Agreement



3. 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.

4. Closing Out

Closing Out

Final Public Hearing Notice

Must appear in a newspaper at least 15 days prior to the hearing
Example:
January 1, 20XX

→

Final Public Hearing

Municipality's legislative body must hold at least 1 public hearing
Example:
January 16, 20XX

→

Public Hearing Minutes

The minutes should include:

- Date
- Time
- Location
- Attendees
- Presentation & Comments

→

Final Program Report

- Final Public Hearing (must be warned at least 15 calendar days before the meeting)
- Need to provide a newspaper "tear sheet" that shows:
  - The announcement of final public hearing
  - The date of the paper where the advert was shown
- Status of Funds must also match your budget pages
- Please clearly make note of any funds which will be returned to the Agency
- Ideally, performance measures must be met per the specific grant agreement

5. Closeout Agreement (if applicable)

Closeout Agreement & Financial Reports

Closeout Agreement between Agency & Grantee

- State will offer a Closeout Agreement
- Period starts day after grant period ends.
- Municipal Authorizing Official signs off
- DHCD Commissioner executes the agreement
- Fully signed copy is uploaded into online file.

Closeout Financial Report

- Annual CFR reporting Due after the end of Municipality's fiscal year:
- For fiscal years ending June 30, the deadline is now September 30;
- for fiscal years ending December 31, the deadline March 30 or June 30th.