

# 2019 Municipal Planning Grant Application Instructions

This document provides essential information about the Municipal Planning Grant (MPG) program and is intended to provide instructions and links to important resources for completing the online application (only applications submitted through the online [Grant Electronic Application and Reporting System](#) – GEARS – will be considered). In addition to these instructions, we recommend that you review the [Program Description](#) for general information about the grant program and scoring criteria. These instructions also provide step by step pointers on responding to the application questions.

## Application Due Date

Applications must be electronically submitted in the online grants management system by **Monday, October 1, 2018 at 6:00 pm.**

## Before You Begin the Online Application

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

## Grant System Roles

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

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

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

## Municipal/Authorizing Official (M/AO)

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

- Only role with the authority to electronically submit requisitions (if grant is awarded).
- Assigns the grant Administrator role.
- Assigns Writers or Viewers for the project or may leave that responsibility to the Administrator.
- M/AO title functions as an electronic signature in the system.
- Ability to initiate, write, edit, review and submit applications.
- Ability to administer the grant if awarded. (If no Administrator is assigned to the grant, the M/AO will need to perform the Administrator functions.)

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

## Administrator

Handles all grant-related tasks for the municipality except the first two M/AO functions listed above. The Administrator role may be assigned to a town planner or other staff, a planning commissioner or other board member involved in the grant, or regional planning commission staff if identified as an agent of the municipality for **small towns** or consortia. Administrators have the following permissions and functions:

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

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

## Writer

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

## Viewer

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

# Page by Page MPG Application Instructions – FY19

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

## Save Often

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

## Formatting

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

## Required Fields \*

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

## System Emails

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

## Accessing the Online System

Every person needing access to the online [Grant Electronic Application and Reporting System \(GEARS\)](#) must first create a new user account (only one), however creating an account will not give you access to an application. The Municipal/Authorizing Official (M/AO) must first be validated by MPG staff ([Jenni Lavoie](#)).

The M/AO can assign users already in the system to their organization's account and the application. The M/AO needs to notify MPG staff of all new users needing access along with their respective roles to the organization's account and application, and MPG staff will validate their accounts.

If you do not have an existing account in the online system, you'll need to register for a new account by completing the [online registration form](#). If you are an M/AO needing to assign an administrator, write, or reader roles to people who are new to your organization's account for the MPG application, please send an email to MPG staff indicating the names and roles.

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

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

## Home

Log in to the GEARS using your assigned username and password here:

<https://egrants.vermont.gov>

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

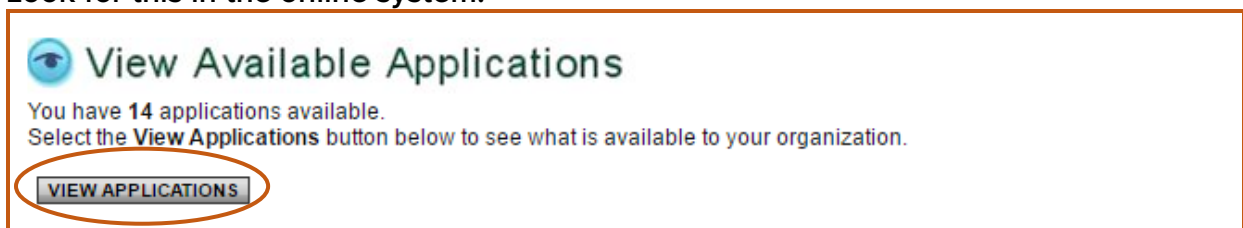
## Look for this in the online system:



## Create an Application

Click on the “View Applications” button in the “View Available Applications” section at the top of the page (see image on following page). Select the Municipal Planning Application 2019 at the top of the page by clicking the associated “Apply Now” button. (Note that **both** the Municipal/Authorizing Official (M/AO) and Administrator roles can initiate a new MPG application. See [MPG Roles](#) for more information.)

## Look for this in the online system:



## “I Agree”

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

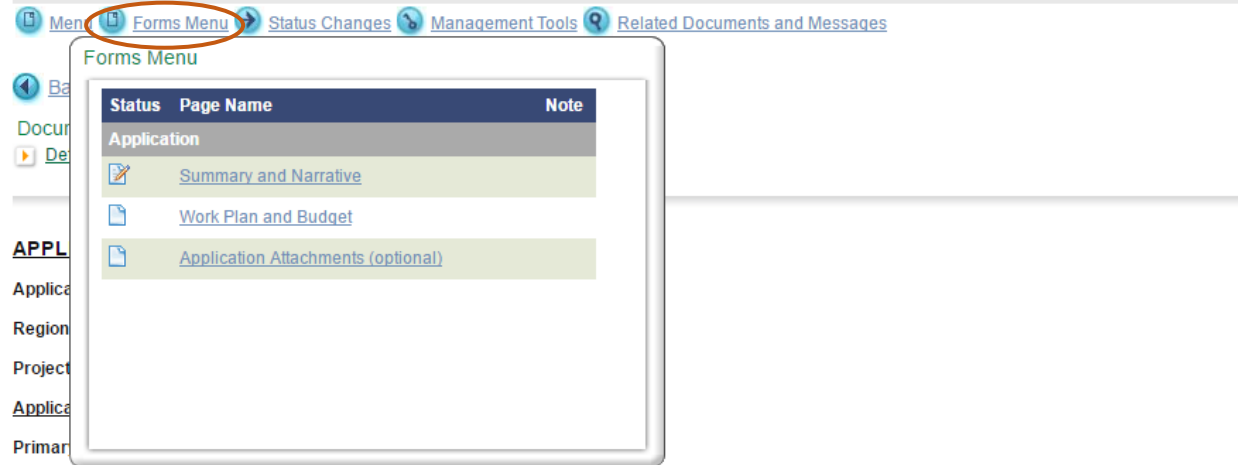
## Application Snapshot

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

## Navigation Tips

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

## Look for this in the online system:



## Summary and Narrative Form

### Application Summary

**Applicant.** The field will automatically fill with your municipality's name. This will be the lead applicant in a consortium.

**Rural Towns.** If you are a "[rural town](#)" with a population of less than 2,500 and the grant administrator is the Regional Planning Commission, select YES. If a rural town is administering its application and grant without RPC assistance, then select NO. Non rural towns select N/A.

**Town Plan Adoption Date.** Provide the latest adoption date of your municipal plan. If your municipality has never had a plan, select N/A.

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

**Municipal Confirmation.** If you are not certain of your municipality's confirmation status, which requires an adopted town plan that has been approved by a regional planning commission (RPC), as well as a confirmed planning process, please contact your [regional planning commission](#). All applying municipalities, including those within a consortium, must be confirmed by September 30, 2018.

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

**Consortium Project.** A consortium is formed when two or more municipalities submit a joint application with one municipality agreeing to serve as the lead municipality. All participating municipalities need to be confirmed by the confirmation due date, September 30, 2018 (applications are due October 1, 2018 by 6:00 pm). If applying as a multi-municipal consortium, select "Yes" and then select each "Participating Municipality" from the resulting list. Municipalities are listed alphabetically by City, Town and Village in the drop-

down. Indicate if the RPC is serving as an agent for the consortium (see page 8 of the [MPG Program Description](#)).

### **Project Description**

*Spaces and punctuation are included in character limits.*

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

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

**Project Description.** This is your elevator pitch, summarizing what your grant project will do and accomplish. It will be used for publicity if the project is funded so it should be written with the public media in mind. *(250 character limit)*

### **Project Readiness and Need**

#### **What are the primary issues your community is trying to address with this project?**

Frame the problem or issue that you want the grant project to address – tell us what is going on in your municipality that makes your project relevant and timely. *(2,500 character limit)*

**Is your project primarily preparation, updating or amending a municipal plan?** Answer Yes/No.

**If YES** and your project is a municipal plan project, please answer the following three questions.

**Explain how the project addresses the community needs and concerns identified above.** Discuss how your grant project will help your community. Municipal plan projects that seek to address well-articulated community concerns will score higher than municipal plans that are being updated because of a pending expiration. *(2,500 character limit)*

**Provide evidence that the municipal plan project is needed.** Provide documentation that a municipal plan project is needed to address the community concern identified above. Documentation can be uploaded on the Application Attachments form in GEARS (see instructions below). Please refer to any uploaded documentation in the narrative. Do not upload an entire town plan or other large documents – provide relevant excerpts only. *(2,500 character limit)*

**Indicate if the plan will address the following requirements (select all that apply)**

- Emphasize implementation of the plan (see [Planning Manual](#) page 75)
- Cure inconsistencies between the municipal plan and state statute.
- Address any missing plan elements that are required by state statute
- Support comprehensive and coordinated planning by integrating plans/studies/reports completed since last plan adoption



These are required or recommended components of municipal plans so addressing them in a municipal plan project will help improve the application score.

**If NO** and the project is an implementation project (not a municipal plan project), please respond to the following two questions.

**Explain how the project addresses the community needs and concerns identified above.** Link your project to the community issues described above and explain why the project is important to do at this time. Please upload documentation in the Application Attachments form (see instructions below), if you have news articles, meeting notes, etc. that help make the case, and refer to the documents in the narrative. *(2,500 character limit)*

**Indicate how the project implements the municipal plan.** Show how the project links to your municipal plan. For consortia applications, please provide a response to this question from each town in the consortium. The more clearly the work you are proposing is recommended in the plan, the better.

Excerpts from the plan can be quoted and referenced in text or uploaded as a separate document and referred to in this response. Please do not upload the entire municipal plan.

If your response, including any relevant excerpts, is longer than 2,500 characters, please save your response on a separate document and upload it on the Application Attachments form. *(2,500 character limit)*

**If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects.** Explain where you are with the previous years' project and whether/how this project is related. If applicable, explain how you are able to handle both project simultaneously. *(2,000 character limit)*

### **Community Partnership, Support & Commitment**

**What relevant local and regional organizations and partners will be involved in the project?** This is your chance to show how well your project is supported by the community and regional and state entities. At a minimum, describe how other municipal boards and commissions know about and support your project. Consider who has a stake in the success of the project. Explain how they were consulted and their support for the work you propose to do. Please upload any relevant letters of support/commitment, meeting minutes, etc. to the Application Attachments form. *(2,500 character limit)*

### **Project Approach**

**How did you arrive at your work plan and budget?** A realistic work plan and budget is a crucial component of a good project, and good budget documentation helps to justify the costs proposed in the budget. Describe how you arrived your budget estimates for the proposed work plan.

Discuss your project with a qualified consultant to determine the breakdown of tasks and costs per task and provide any documentation of their input as part of your application.

Indicate if you made assumptions about costs and any similar projects have you conducted that informed this budget.

Upload your budget documentation in the box provided or indicate that the documentation was mailed.

**How will the proposed project engage the public?** Explain what methods you plan to use for engaging the public in your planning process. Beyond the public hearings required by statute, [public outreach might include](#) interactive websites, classroom discussions, meetings with seniors groups, civic clubs, and other organizations, local media outreach, conducting focus groups, or even reaching out individually to affected stakeholders.

If there was extensive public outreach in a previous phase of the project or if you intend to do more in a future phase, please explain. Public engagement is essential to the success of planning processes but if your proposed grant project is on-going and you are requesting funds for a stage of the project where public engagement is less critical, explain why. (2,000 character limit)

**Approximately how many people do you aim to engage in the project, including local board members and people who complete surveys?** Estimate the total number of people you expect to reach through this project, adding up any involved public officials, participants in public meetings, survey respondents, letter-writers, people who read articles about the project, etc. Grantees will be asked to reflect on this number when they close out the grant, indicating whether the community engagement was successful in reaching the numbers of people anticipated in the application.

## Statewide Priorities

**How does your project further the statewide priorities?** Discuss whether and how your project furthers any of the MPG priorities for FY19. These priorities change every year.

### MPG FY19 Statewide Priorities:

Projects further the following priorities:

- a. **Housing.** Bylaws or infrastructure projects that increase housing options in compact, walkable and mixed-use neighborhoods. *For example, this could be a project that prepares the community for a [Neighborhood Development Area](#) designation.*
- b. **Infrastructure.** Planning (master, capital, general) and design for public infrastructure in State designated areas.
- c. **Vibrant Centers.** Specific-area master planning in State designated downtowns and villages.
- d. **Active Transportation/Recreation.** Planning for walk/bike connections linking State designated centers to regional networks and/or local recreation amenities.
- e. **“Placemaking”.** Planning or implementation for revitalizing and programming public places in State designated centers.
- f. **Water-Related Bylaws.** Municipal bylaws that implement State basin plans, municipal plans, stormwater master plans, river corridor protection, and/or green stormwater infrastructure and promote improved water quality and flood resilience.
- g. **Planning for Village Wastewater.** Activities to support wastewater solutions in designated villages to supplement other funding programs, or if other funding is not available. *Applicants must consult with MPG staff before applying for a wastewater project.*
- h. **Potential to Serve as a Statewide Model.** The project outcomes or products are likely to benefit other municipalities and can serve as an example or template for similar communities statewide.

If none of the priorities apply to your project, please indicate “not applicable.” (2,500 character limit)



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

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

### **Municipal Resolution**

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

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

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

After signatures are gathered, upload the signed Resolution(s) or email to [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) with the name of the municipality and MPG 2018 in the subject line. If scanning is not possible, select the “mailed to DHCD” option and mail the signed Resolution, postmarked by the application due date (Monday, October 1, 2018), to DHCD. All mailed Resolutions will be uploaded to the Application Attachments form once we receive them. (The mailing address is listed on the final page of these instructions and on the Resolution form.)

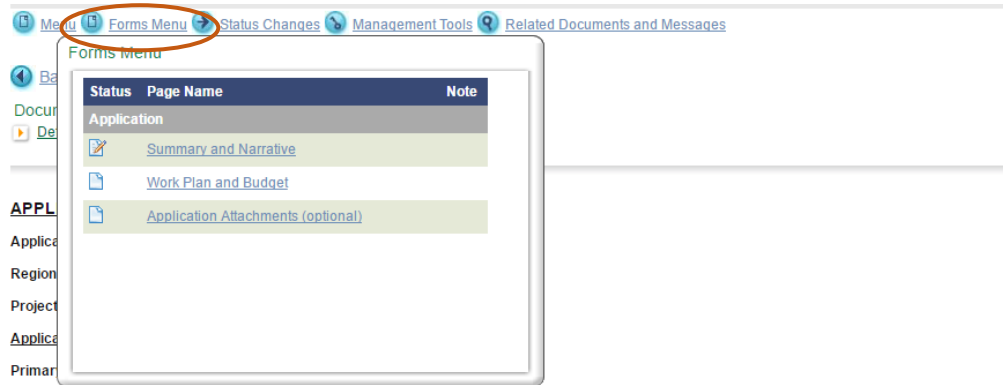
**Municipal/Authorizing Official.** Identify the person from the dropdown list who is the primary Municipal/Authorizing Official (M/AO). See [MPG Roles](#) for more information about who can be assigned the M/AO role and what their responsibilities are. In the case of a consortium, enter the lead municipality's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

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

Note that only the names of individuals who have registered for and received an account in [GEARS](#) will appear in the drop-down menus. Contact Jenni Lavoie – [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) or 802.828.1948 if you do not see the name of an individual listed in the drop-down menu options.

**Be sure to SAVE your work before moving on to another form.** Move on to the Work Plan and Budget Form by using the Forms Menu at the top of the page.

## Look for this in the online system:



## Work Plan and Budget Form

Fill in the relevant fields on the Work Plan and Budget form for each project task. We recommend that you write up your entire work plan in a word processing program using the form on page 6 of the [Sample Application Questions](#) and obtain cost estimates for the work before starting on these pages in the online system.

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

**Example Task Name:** Inventory of on-site sewage treatment systems in the village.

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

**Responsibility.** Who is responsible for completing each task?

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

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

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

**Total Project Cost.** The total project cost for each task will automatically calculate when you click **Save**. You must **SAVE** this page **any time** subsequent revisions are made to your work plan. The total cost of each task will be summarized on the Work Plan and Budget Table.

All grants require a local cash match of 10% of the state fund/grant request. The maximum amount of grant funds available for a single municipality is \$22,000. Grant applications that offer additional match funds beyond the required amount will be more competitive than those with only the 10% match.

The Work Plan and Budget form in GEARS requires you to manually identify the amount of funding requested from the state grant. Fill in the State Grant Amount requested and save the form at the top of the page. The 10% minimum required grant amount will be calculated automatically based on the state grant request. Any additional match amount will calculate automatically based on the difference between the Total Project Cost (sum of each task and budget item) and the state funds requested + 10% minimum match.

**Example:** If the budget for the tasks result in a Total Project Cost (Work Plan and Budget Total) of \$28,000, and the applicant fills in the State Grant Funds Requested at the maximum grant amount of \$22,000. The 10% minimum match will equal \$2,200 so the remaining \$3,800 needs to be filled with an additional match, for a total match of \$6,000. The municipality will be responsible for documenting the payment of those \$6,000 in project costs when the grant is closed out, in addition to the \$22,000 that will be reimbursed by the MPG. To lower the match amount, adjust the tasks and budget to reduce the total project cost.

For consortia applications, the minimum match is 10% of the grant request. The maximum amount of grant funds available for consortia applications is \$35,000 and with the minimum match the total project cost for a maximum grant will be \$38,500. Additional match amounts may be proposed for a more competitive application.

### **Budget Documentation**

**Describe Source(s) of Match Funds.** 10% cash match is required for all grants and will be automatically calculated on the Work Plan and Budget form in GEARS after the requested grant amount is entered. Projects that include more than a 10% cash match will more competitive than those that are budgeted with the minimum match.

Any source of cash match funds may be used -- federal, other state grants, municipal, private or non-profit. Contribution of staff or others' time **cannot** be offered as a match.

Upload your documentation or any uploads beyond what is included in the Budget Documentation box, please use the Application Attachments form (see instructions below).

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

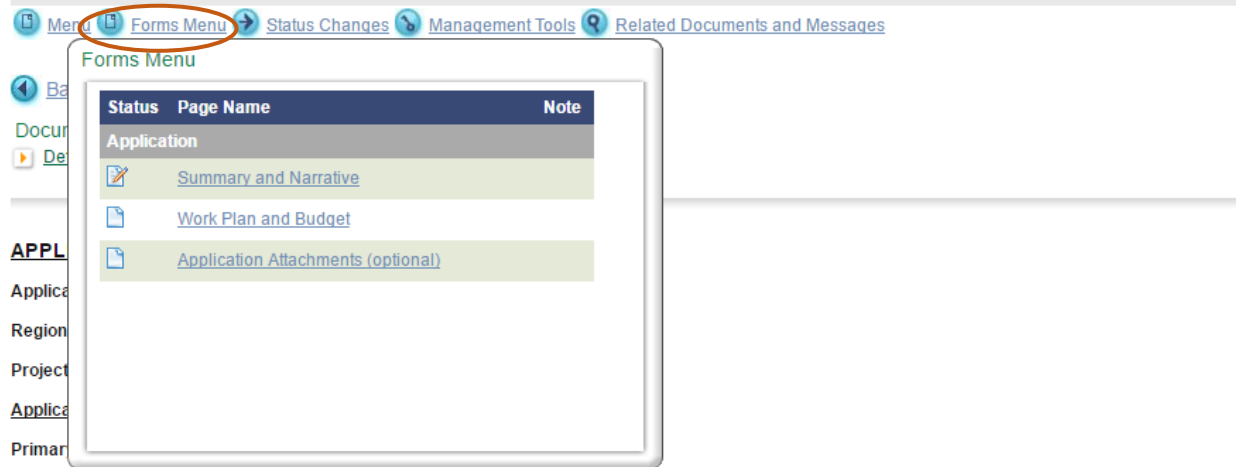
### **Accounting**

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

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

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

**Look for this in the online system:**



## Application Attachments Form

For additional supporting documents, use the “Application Attachments” form. (30 MB upload limit)

Types of documents that might be uploaded on this page include answers to questions on the Summary and Narrative page that require more than 2,500 characters (especially for consortium applications), letters of support, and cost estimates or explanations of expenses.

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

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

**Look for this in the online system:**

Document Name:
<input type="text"/>
<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="checkbox"/> Mailed to DHCD

## Completing and Submitting Your Application

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

## Look for this in the online system:

The screenshot shows the top navigation bar with links for Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below this, there are links for Back, Document Information (MP-2018-Stam), and Details. A breadcrumb trail shows 'You are here: > Municipal Planning Appli'. The main content area is titled 'SUMMARY AND NARRATIVE' and 'SECTION 1: APPLICATION SUMMARY'. It contains instructions to fill out the page and save before submitting, and a list of applicants. The 'Management Tools' menu is open, showing three options: 'CREATE FULL PRINT VERSION' (circled in orange), 'CREATE FULL BLANK PRINT VERSION', and 'ADD/EDIT PEOPLE'. Each option has a brief description of its function.

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

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

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

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

## Look for this in the online system:

The screenshot shows the top navigation bar with links for Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below this, there are links for Back, Document Information, and Details. A breadcrumb trail shows 'You are here: > Muni'. The main content area is titled 'SUMMARY AND NAR' and 'SECTION 1: APPLICATIO'. It contains instructions to fill out the page and save before submitting, and a list of applicants. The 'Status Changes' menu is open, showing a list of possible statuses. The 'APPLICATION SUBMITTED' status is selected, and the 'APPLY STATUS' button is circled in orange.

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

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

All mailed documents **must be postmarked by the application due date**, Monday, October 2, 2018.

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