

## Grant System Roles

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

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

System Role	Assigned to	Designated by	Create Application	View Forms	Edit Forms	Submit Application	Approve Account
Municipal/Authorizing Official (M/AO)	Selectboard member, Town or City Manager, or Town Administrator	Municipal Resolution	✓	✓	✓	✓	✓
Administrator	Town staff, planning commissioner or RPC agent	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 when the RPC is identified in the application as an agent for the municipality. 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.