Municipal Planning Grant Program
Closeout Instructions

Please use these instructions to review all grant closeout requirements and as you prepare your responses to the final report questions. The process of closing out your Municipal Planning Grant (MPG) will require two submissions in the online grants management system (https://egrants.vermont.gov/):

1. **Electronically submitting the final report and supporting documentation** (the Municipal/ Authorizing Official and/or Grant Administrator role may complete the required forms and electronically submit by changing the status).
2. **Electronically submitting the requisition/reimbursement request** (the Grant Administrator role can create and fill out the requisition/request for reimbursement but only the Municipal/Authorizing Official role may electronically submit by changing the status).

The Closeout Instructions include the following resources:

Closeout Checklist

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

Final Project Narrative (must be submitted through the online system)
☐ Complete the Final Project Report Form (the narrative portion of the final report) in the online grants management system.

Final Product (can be submitted through the online system, or email)
☐ Submit copies of all final products.
☐ Final products should include evidence that the Municipal Planning Grant program, administered by the Department of Housing and Community Development, is credited for funding on the product itself.

Financial Documentation (can be submitted through the online system, by mail, or email)
☐ Submit summary ledger. Please use the summary ledger template or a similar model to provide an overview of all project related financial transactions.
☐ Submit copies of all invoices and receipts for project expenditures. Invoices and receipts must demonstrate that all grant work was completed within the grant period.
☐ Submit copies of all canceled checks – OR – submit a detailed transactions report including date, recipient, check numbers and amount. Report must be signed and certified by the Treasurer as true and accurate. The canceled checks or detailed transactions report must demonstrate that all invoices have been paid by the municipality.
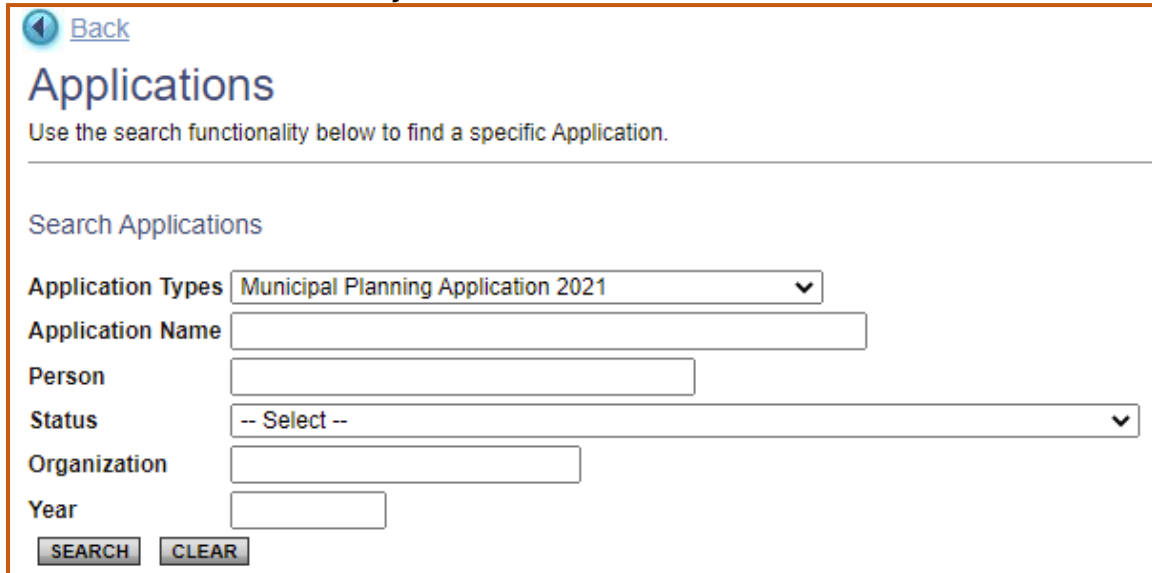
If GIS work was done with grant funds
☐ Complete the GIS section of the Final Project Report Form in the online system.
☐ If new data layers were created, please confer with your consultant and have them complete the GIS Data Submission Online Intake Form and submit new data layers.

How to Complete and Submit the Grant Closeout

Navigating to Your Grant

1. Log on to the online grants management system https://egrants.vermont.gov/

2. Open your Municipal Planning Grant by clicking the "Applications" tab at the top of the screen.

3. Select "Municipal Planning Application 20XX" as the type from the top drop-down menu, leave all other search fields empty/blank, and click the search button.

   Look for this in the online system:

4. Select the name of your grant from the search results. (The grant name will begin with 07110, followed by the letters MP, then by the fiscal year, municipality name, and two-digit grant identification number. The current status should be "Grant Awarded." Ex: 07110- MP-2021-Danville-04.)
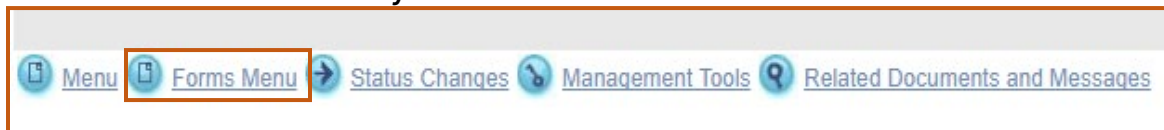
   Look for this in the online system:

 | Document Type | Organization | Name | Current Status | Year |
   |---|---|---|---|---|
   | Municipal Planning Application FY21 1 | Town of Danville | 07110-MP-2021-Danville-04 | Grant Awarded | 2021 |

Completing the Final Project Report Form

1. At the top of the "Application Snapshot" page, look for and click on the "Forms Menu" section.

   Look for this in the online system:

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

Look for this in the online system:

Closeout		
🗋	Final Project Report	
🗋	Closeout Documentation	
🗋	Closeout Administration	
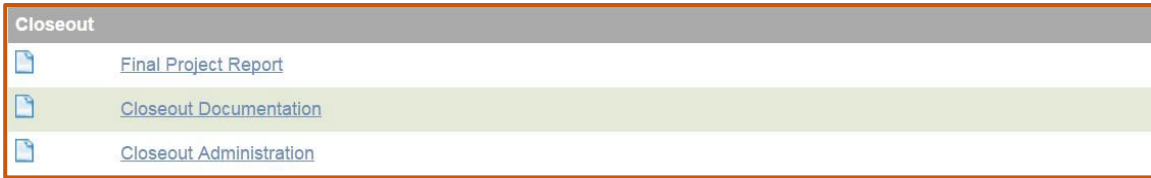
3. Complete the Final Project Report Form, responding to all required questions marked with a red asterisk, and be sure to click the SAVE button at the top of the page before moving on.
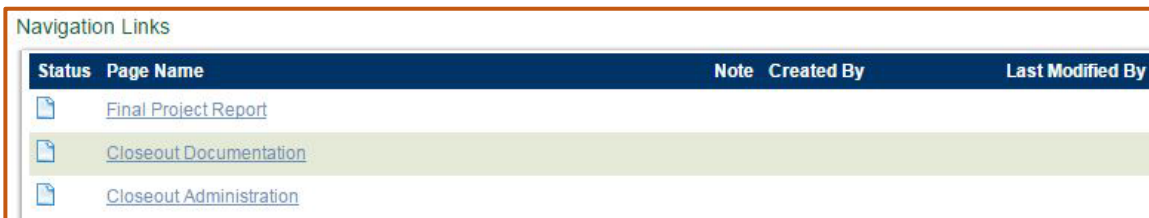
Upload Supporting Documentation to the Online System

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

To upload the supporting documentation to the online system:

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

Look for this in the online system:

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

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

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

Electronically Submit Your Grant Close Out

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

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

Look for this in the online system:

◀ Back

Document Information: 07110-MP-2021-Danville-04
▶ Details
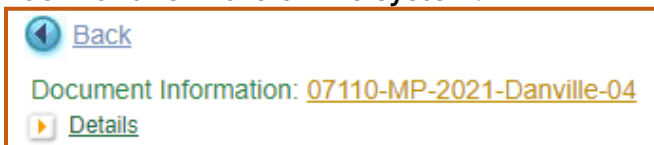
2. At the top of the "Application Snapshot" page click on the "Status Changes" option.

Look for this in the online system:
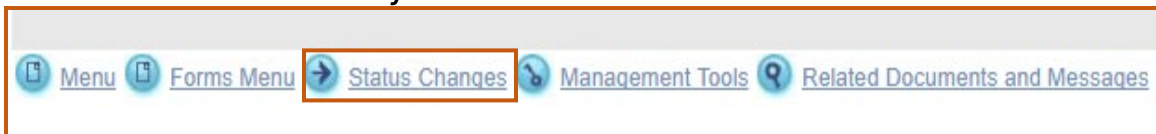
3. Click the "Apply Status" button beneath the "Closeout Documentation Submitted" option, then click "I agree" to submit. You will receive a system email notifying you that the closeout was successfully submitted.

Look for this in the online system:

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

Troubleshooting

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

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

How to Complete and Submit the Final Requisition

Please note that both the Administrator and Municipal/Authorizing Official roles can create a new requisition and complete the required field. **ONLY the M/AO role can electronically "submit" the requisition.**

Request a final requisition when the project and its deliverables are complete and closeout documentation has been submitted. The last payment is made on a reimbursement basis. The closeout documentation needs to show that you have spent or obligated all grant funds no later than the "grant period end date" (Find Period of Performance dates in Attachment B of your grant agreement). Unused funds or funds used for ineligible or undocumented costs must be returned.

Create a new requisition

1. Log on to the online grants management system https://egrants.vermont.gov/
2. Open your Municipal Planning Grant by clicking the "Applications" tab at the top of the screen.

3. Select "Municipal Planning Application 20XX" Type from the top drop-down menu, leave all other search fields empty/blank, and click the search button.
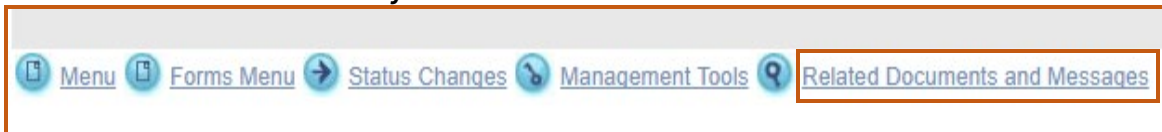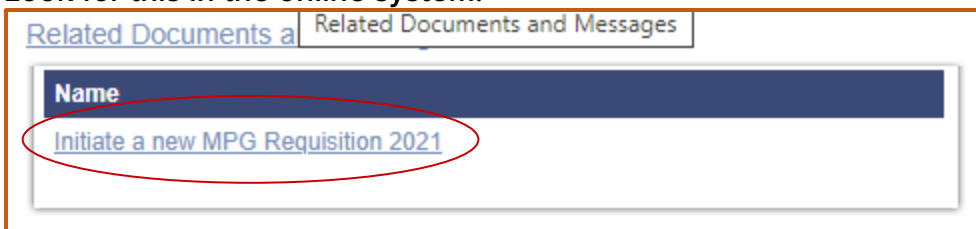
Look for this in the online system:

1. Select the name of your grant from the search results. (The grant name will begin with 07110, followed by the letters MP, then by the fiscal year, municipality name, and two-digit grant identification number. The current status should be "Grant Awarded." Ex: 07110-MP-2021-Danville-04)

   Look for this in the online system:

Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY21 1	Town of Danville	07110-MP-2021-Danville-04	Grant Awarded	2021

2. At the top of the "Application Snapshot" page click on the "Related Documents and Messages" option.

   Look for this in the online system:

3. Click on the "Initiate a/an MPG Requisition 20XX" hyperlink in the first row, and Name column, of the document list.
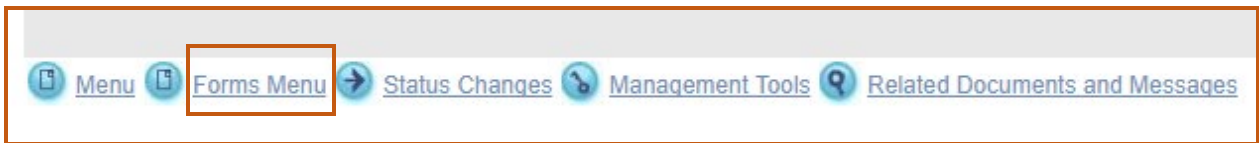
   Look for this in the online system:

4. Click on "I agree" after reading the statement.

Complete the requisition

1. At the top of the "Requisition Snapshot" page click on the "Forms Menu" option.

   Look for this in the online system:

2. Click on the "Budget Status Requisition" Form.

3. Complete the requisition request and be sure to click **SAVE** at the top of the page before moving on.

   - Check appropriate requisition checkbox(s);
   - Fill in the "Current Requisition Amount" (numbers only – no dollar symbol or comma); and SAVE.
   - **Reminder:** The third requisition is a reimbursement and should be submitted in conjunction with your closeout materials, listed in the checklist on page 1.

Electronically submit the requisition

Only the Municipal/Authorizing Official (M/AO) role is enabled to electronically "submit" the requisition.

1. If a requisition has already been created and filled out, just log in. The requisition can be found under the "Requisitions/Claims/Invoices" tab at the top of the login page. From the first drop-down menu set the Type as "MPG Requisition 20XX: 20XX". Leave all other search fields blank/empty and click the search button.

Look for this in the online system:

2. From the search results select the requisition. The current status should be "Requisition in Progress". Be sure to click on the name of the requisition rather than the name of the organization. (The name will begin with the letters REQ followed by the fiscal year, municipality name, and two-digit grant identification number. Ex: REQ-07110-2021-Danville-007.) At the top of the "Requisition Snapshot" select the "Status Changes" section.

Look for this in the online system:
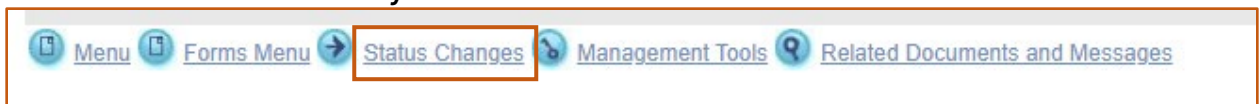
3. Click the "Apply Status" button beneath the "Requisition Submitted" option. (If "Requisition Submitted" does not appear as an available option the requisition may already have been submitted, cancelled or you do not have the authority/role is the system to submit the request for funds.)

   Look for this in the online system:

   Possible Statuses
   REQUISITION SUBMITTED
   APPLY STATUS
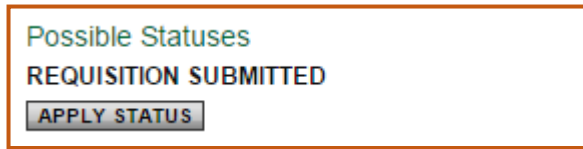
4. Read the agreement message, and click on "I agree" in order to submit the requisition.
5. The system will then redirect you to the "(MPG) Municipal Planning Grant Requisition Menu". You will be notified by a system email that your requisition has been successfully submitted.

Payment of Grant Funds

The payment will be transferred ***electronically*** from the State Treasurer into the Municipal bank account established to receive VTrans funds. In the event a Requisition was submitted to the Department, but funds have not been received, please contact DHCD staff at jennifer.lavoie@vermont.gov or 828-1948 to determine the status of your submitted Requisition. Please allow 2-3 weeks for requisitioned funds to be processed after electronic submittal.