

Municipal Planning Grant Final Project Report Questions

For Use Before Preparing the Final Project Report and Grant Closeout

Use this document to review the Final Project Report questions and to prepare your responses. The Final Project Report Sample form cannot be used to submit your grant Closeout. Only Final Reports submitted through the online [Grants Management System](#) can be accepted.

The Final Project report is just one part of the grant closeout requirements. For a complete list please see the [Closeout Checklist and Instructions](#).

Section 1: PROJECT DETAILS

1.1 Project Title: [automatically populated with the response from your application]

1.2 Project Description: [automatically populated with the response from your application]

Section 2: FINANCIAL REPORT

2.1 Project Finances:

Please compile and attach financial documentation using the Closeout Documentation form. (See [Closeout Checklist](#) for a complete list of required financial documentation.) Only those expenses directly related to your workplan activities, Attachment A of your grant agreement, are eligible.

Total Project Cost: _____

Enter the amount of your total funds spent, not to exceed the Total Project Cost in Attachment A of the Grant Agreement.

State Grant Funds: (will be automatically calculated based on the Total Project Cost)

Minimum Match Funds: (will be automatically calculated based on the Total Project Cost)

Additional Match Funds: (will be automatically calculated based on the Total Project Cost)

2.2 Please describe the source of the match funds:

Contributions from municipal staff or volunteer's time will not be accepted as the match. (Unrequired contributions may be documented here as well.) (500 character limit)

2.3 Additional Project Cost: _____ If the final project cost exceeded the Total Project Cost in Attachment A of the Grant Agreement, what was the **additional** project cost (the amount spent above and beyond what was identified as the total cost in the application)?

Section 3: OUTCOMES

PROJECT SUMMARY AND ACCOMPLISHMENTS:

3.1 What were the issues your community was trying to address? [automatically populated with the response from your application]

3.2 How were the issues identified in your application addressed?

If applicable, explain any discrepancies between what was originally proposed and what was accomplished, referring to the Work Plan and Budget Summary (Attachment A of the Grant Agreement). *(4,000 character limit)*

3.3 What did the project produce (outputs)? List the materials produced, events completed, process in place, etc. Relate these to the Work Plan and Budget (Attachment A of the Grant Agreement), accounting for all items listed in the scope of work. Upload or mail (using the Closeout Documentation form) copies of all materials (reports, plans, bylaws, etc.) created through this grant project. *(4,000 character limit)*

3.4 Describe any challenges, unexpected opportunities or obstacles that arose from this project? *(4,000 character limit)*

PUBLIC INVOLVEMENT:

3.5 Describe the ways the project engaged the public and sought broad community participation and input? Similarly, how did the project benefit from community input? *(2,000 character limit)*

3.6 Approximately how many people did you engage in the project? Add up the number of board/commission/committee members who were involved, public meeting attendees, letters/emails received, volunteer helpers at events, participating members of partner organizations, survey respondents, etc.

3.7 List the local, regional organizations, and partners you coordinated with, including other municipal boards and commissions, and describe the types of community support you received for the project. *(500 character limit)*

COMMUNITY BENEFITS:

3.8 How did the project benefit the community? *(2,000 character limit)*

Examples:

- Discussions leading up to the Town Plan re-write brought townspeople together to address the following critical issues ...
- The economic development study helped stimulate new business in the village, specifically...

ADOPTION FOLLOW-UP:

3.9 Did you grant include the adoption/amendment of a plan, bylaw, or other document requiring adoption? (The following questions only appear depending on the answer to this question)

- Yes
- No

3.10 Was a vote to adopt the proposed document held within the grant period?

- Yes
- No

3.11 If not, please predict a potential adoption date from the list below:

<Dropdown options>

- Within the next 6 months
- Within the next year
- Within the next 2 years
- The town voted on adoption and it was not approved
- Other

3.12 If the Town voted on adoption but it was not approved, why did it fail? (1,000 character limit)

IMPLEMENTATION ACTIONS:

3.13 What will your next steps as a result of this grant project be? List next steps. (2,000 character limit)

Examples:

- Apply for funding to conduct the feasibility study recommended in the Town Plan
- Amend the bylaws to conform to the newly adopted Town Plan

3.14 Additional Comments: (optional) (2,000 character limit)

Section 4: GIS DATA (Mapping)

Please talk to your GIS data creator (mapping consultant or RPC) before responding to the questions below. Please note that it is not necessary to provide information for layers that are simply subsets of existing layers (e.g. if you "clip" a VGIS roads layer to the boundaries of the town).

If digital parcel data has been created or updated as part of this project, please refer to and follow the Vermont GIS Parcel Data Standard, located at the [Vermont Center for Geographic Information \(VCGI\) web site](#). Vermont law requires that geospatial data creation funded with public money adhere to existing data standards.

Were new data layers created as part of this grant project?

- No new data layers were created as part of the grant project. This means that GIS data used in the project is available in the VCGI data warehouse.
- New data layers were created as part of the grant project. If new data layers were created, please have your consultant complete the [GIS Data Submission Online Intake Form](#) for the data layer created.

Please contact the Vermont Center for Geographic Information at 802-585-0820 if you have questions.

Section 5: PROGRAM FEEDBACK

Please answer the following questions to help improve the MPG Program. Choose N/A if you don't know or the question doesn't apply.

Was information about the MPG program clear?

Information was: Excellent Good Average Poor N/A

Was information readily available?

Availability was: Excellent Good Average Poor N/A

Was MPG program staff helpful?

Staff support was: Excellent Good Average Poor N/A

Were you satisfied with the consultant hired for the grant project?

If you are the consultant please leave blank

The consultant was: Excellent Good Average Poor N/A

Please identify the primary consultant hired for the grant project: _____

Please offer any additional feedback: (Optional) (1,000 character limit)

Please contact DHCD staff at jennifer.lavoie@vermont.gov or 802-828-1948 if you have any questions.