

# Municipal Planning Grant Requisition Instructions

Both the Administrator and Municipal/Authorizing Official roles can create a new requisition and complete the required fields. ONLY the M/AO role can electronically “submit” the requisition.

## Timeline

The Municipal Planning Grant (MPG) program allows grantees to requisition (request) funds at three separate times throughout the grant period:

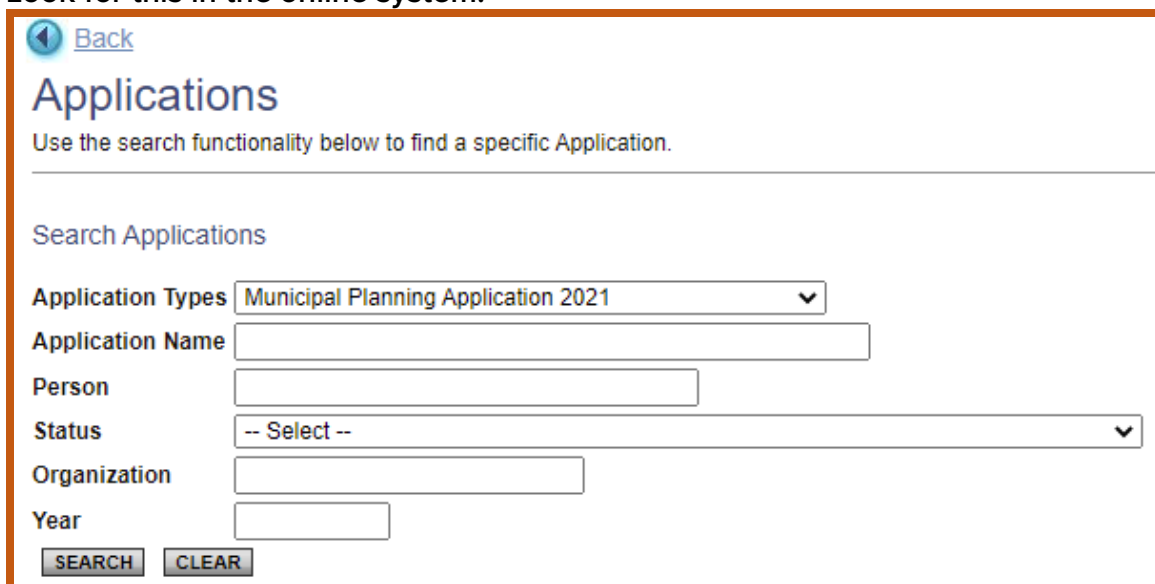
- **First** – Request advance payment of 40% with your first requisition once the grant agreement is executed and the grant is in “grant awarded” status. (You will receive an email notifying you of this status.)
- **Second** – Request 30% of your grant award before the halfway mark of the grant period, usually the end of August. The exact “Progress Report” due date is listed in Attachment B – Payment Provisions of your grant agreement.
- **Final** – 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.

## How to Electronically Request Grant Funds

### 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. From the first drop-down menu set the Type as “Municipal Planning Application 20XX”. Leave all other search fields empty/blank (as shown below) and click the search button.

Look for this in the online system:



The screenshot shows a web interface for searching applications. At the top left is a blue back arrow icon with the text 'Back'. Below it is the heading 'Applications' in a large blue font. Underneath the heading is the instruction: 'Use the search functionality below to find a specific Application.' A horizontal line separates this from the search area. The search area is titled 'Search Applications' and contains several input fields: 'Application Types' is a dropdown menu with 'Municipal Planning Application 2021' selected; 'Application Name' is an empty text box; 'Person' is an empty text box; 'Status' is a dropdown menu with '-- Select --' selected; 'Organization' is an empty text box; and 'Year' is an empty text box. At the bottom of the search area are two buttons: 'SEARCH' and 'CLEAR'.

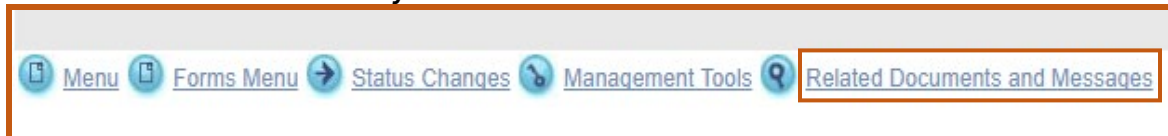
4. Select the name of your grant from the search results. (The grant name will begin with 07110, followed by the letters MP, then by the fiscal year, municipality name, and two-digit grant identification number. The current status should be “Grant Awarded.” Ex: 07110-MP-2021-Danville-04)

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

Number of Results 1				
Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY21	<a href="#">Town of Danville</a>	<a href="#">07110-MP-2021-Danville-04</a>	Grant Awarded	2021
1				

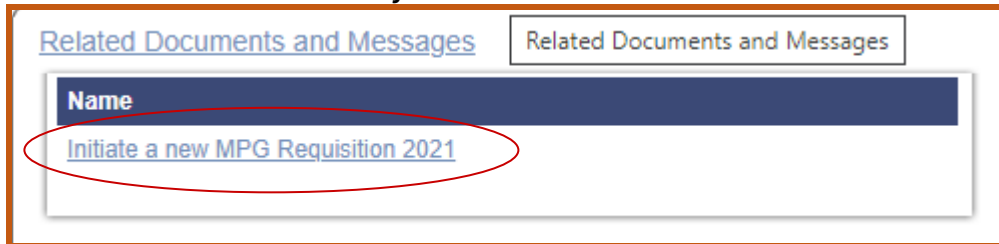
5. At the top of the “Application Snapshot” page click on the “Related Documents and Messages” option.

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



6. 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:**

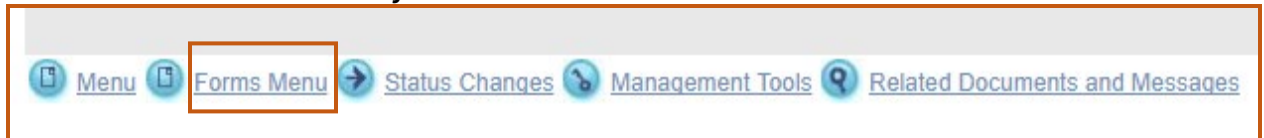


7. Click on “I agree” after reading the statement.

**Complete the Requisition (and Progress Report)**

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, or option.
3. Complete the requisition request and be sure to click **SAVE** at the top of the page once complete:
  - Check appropriate requisition checkbox(s);
  - Fill in the “Current Requisition Amount” (numbers only – no dollar symbol or comma); and
  - SAVE!
  - If this is your second requisition, complete the Progress report questions at the bottom of the form. Use the [Progress Report Questions](#) to develop responses to the progress report offline first.

- **Reminder:** The third requisition is a reimbursement and should be submitted in conjunction with your closeout materials, listed in Closeout Instructions.

### 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.)
3. At the top of the “Requisition Snapshot” select the “Status Changes” section.

Look for this in the online system:

4. 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 in the system to submit the request for funds.)

Look for this in the online system:

5. Read the agreement message and click on "I agree" in order to submit the requisition.

6. The system will then redirect you back to the “Requisition Snapshot” page. 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](mailto: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.