

Vermont Community Development Program

Requisitioning Walk-Through

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AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPT. OF HOUSING & COMMUNITY DEVELOPMENT

Learning Objectives

In this session you will be able to:

- **Know when to Create a Requisition**
- **Create a Requisition in GEARS**
- **Know what Supporting Documentation is needed**

When can Funds be Requisitioned?

1st Grant Award Conditions
have been Met

2nd Grant Award Special Conditions
have been Met

3rd Bank Account Information is provided
This should be completed at least

2 weeks Prior to Submitting 1st Requisition



Creating a Requisition in GEARS

The screenshot displays the GEARS application interface. At the top, there are navigation tabs: Home, Applications, Monitoring/Reporting, Requisitions/Claims/Invoices, and Archive. Below these are links for Reports, Training Materials, Organization(s), Profile, and Logout. An 'ADD NOTE' button is visible in the top right. A search bar contains 'Related Documents and Messages', which is highlighted with a red box. Below the search bar, a 'Related Documents' window is open, listing several documents. The first document is 'Initiate a new VCDP Davis-Bacon Certified Payroll Reporting 2019'. The second document, 'Initiate a new VCDP Requisition 2019', is highlighted with a green background and has a red arrow pointing to it. Other documents include 'PR-2019-1-Barre City-00013 Progress Report Approved', 'PR-2019-2-Barre City-00019 Progress Report Approved', and 'PR-2019-3-Barre City-00025 Final Program Report Cleared'. On the left side of the interface, there are links for Menu, Forms Menu, Status Changes, Management Tools, and Back. Below these, 'Document Information: 07110-IG-2019-Barre City-02' is shown with a 'Details' link. The 'APPLICATION SNAPSHOT' section indicates 'Application Progress: You have completed 100% of your application.' and lists 'Applicant Municipality: City of Barre', 'Municipal Authorizing Official: Steven Mackenzie', and 'Contact Person: Pattie Dupuis'.

Go to the Application page
Of your Grant

Click on “Related
Documents and Messages”

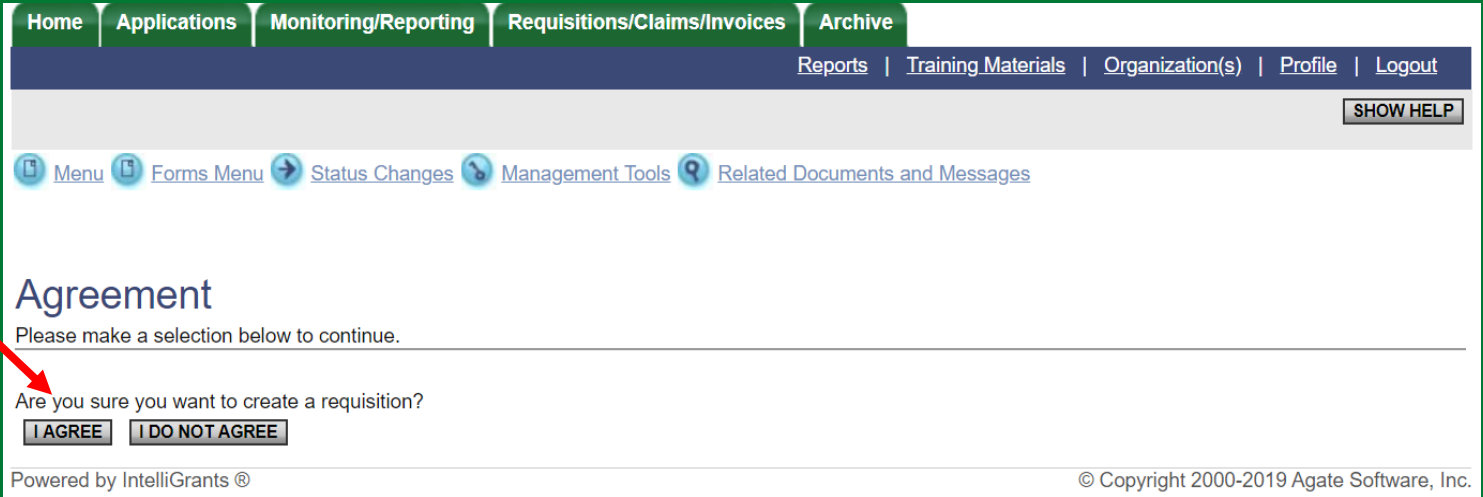
This will bring up the
“Related Documents”

Click on the “Initiate a new
VCDP Requisition”

Next Step

Next Click
"I Agree"

This will create
the new
Requisition



The screenshot shows a web application interface with a green header and a white content area. The header contains navigation tabs: Home, Applications, Monitoring/Reporting, Requisitions/Claims/Invoices, and Archive. Below the tabs is a dark blue bar with links: Reports, Training Materials, Organization(s), Profile, and Logout. A 'SHOW HELP' button is in the top right. The main content area has a navigation bar with icons and links: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. The main heading is 'Agreement' with the instruction 'Please make a selection below to continue.' Below this is a question: 'Are you sure you want to create a requisition?' with two buttons: 'I AGREE' and 'I DO NOT AGREE'. A red arrow points from the text 'Next Click \"I Agree\"' to the 'I AGREE' button. At the bottom, it says 'Powered by IntelliGrants ®' on the left and '© Copyright 2000-2019 Agate Software, Inc.' on the right.

Click on
"Forms Menu"

This will bring up
The Requisition
Forms page

Home Applications Monitoring/Reporting Requisitions/Claims/Invoices Archive

Reports Training Materials Organization(s) Profile Logout

ADD NOTE

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Forms Menu

Status	Page Name	Note
	Requisition	
	Requisition of VCDP Funds - Narrative	
	Requisition of VCDP Funds - Budget (5)	
	Requisition of VCDP Funds - Supporting Documentation	
	Requisition Summary	
	Reports	
	Requisition Specific Summary Report	
	Requisition Specific Summary Report (Excel Export)	

REQU

Project

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VCDP A

VCDP Expended Amount:

REQUISTION -FORMS

Requisition Menu- Forms

Under each Form
information and
Supporting
Documentation
is required

VCDP Requisitions Menu - Forms







Please complete all required forms below.

Document Information: [REQ-2019-Barre City-00003](#)

Parent Information: [07110-IG-2019-Barre City-02](#)

 [Details](#)

Forms

Status	Page Name
Requisition	
	Requisition of VCDP Funds - Narrative
	Requisition of VCDP Funds - Budget (5)
	Requisition of VCDP Funds – Supporting Documentation
	Requisition Summary
Reports	
	Requisition Specific Summary Report
	Requisition Specific Summary Report (Excel Export)

Requisition – Narrative Page

Information of a Non-Interest-bearing Bank Account should be set up at a **minimum of 2 weeks prior** to Requisition Submission

Project Status

This should include:

- Activity performed during the period between this Requisition and the last
- % of Project Completion
- % of Money Expended

Pro Rata

If funds are not being Expended Equally, please Provide Explanation

REQUISITION OF VCDP FUNDS - NARRATIVE

Is this the final requisition? If yes, check the checkbox.

Report Prepared by

*

Cash Balance in Depository Account

*

Transfer Funds To

Please verify the bank account information we have on file listed below is correct. If the bank information is not correct please update the fields below and Bank Account Information page within the application and notify your Community Development Specialist of the change. If a change is needed it may delay the requisition processing to allow time for the new account to be set up with the Treasurer's office.

Depository Bank

*

Account #

*

Address

*

Requisition Narrative:

Please provide a brief update of project status.

*

0 of 1500

As specified in your grant agreement, VCDP funds should be expended on a pro rata basis with Other Resource, unless otherwise authorized by the Agency. Please include an explanation if VCDP funds are not being expended on a pro rata basis.

0 of 1500

Requisition – Budget Page

- Click on drop down Box to Populate Budget Activities
- List Budgeted Amounts
- Requisitioned Amount
- Description of Activity
- Other Resources as well

SAVE!

Repeat for Each Budgeted Activity

You are here: > [VCDP Requisitions Menu](#) > [Forms Menu](#) > Requisition

Economic_Development: IG-Individual Development Accounts

Economic_Development: IG-Individual Development Accounts

Housing: IG-General Administration

Housing: IG-Residential Rehabilitation Single

Public_Facilities: IG-Flood/Drainage

Public_Services: IG-Program Management

REQUISITION OF VCDP FUNDS - BUDGET

1) Complete the requisition form for every activity of your budget. (Press the 'Save' button before entering in data to permit the system to update and populate various data fields.) If no request is being made on a particular activity \$0 must be entered.

2) Complete Other Resources expended to date for each activity.

3) Press 'Save' again when complete and click on the drop down menu to continue on to the next budget activity.

Note:

- Amount requisitioned cannot be less than \$2,500 unless this is your final requisition.
- If this is your first requisition, please be sure to complete the Bank Account Information page within the application and notify VCDP staff when it has been completed. They will need to contact Finance and Management at least (7) days prior to your first requisition being made. This will prevent delays with your requisition.

Activity Economic_Development: IG-Individual Development Accounts

VCDP Budgeted	Previously Requisitioned	This Request	Requisitioned to Date	Correction	Balance
\$100,000	\$0	<input type="text" value="*"/>			

Provide a description for the amount(s) requested for this activity:

Other Resources	Other Description	Budget Amount	Expended Since Last Requisition	Expended to Date	Correction	Balance
(NW) - NeighborWorks	Other Resource	\$200,000	<input type="text"/>			

Requisitioned Amount

Description Activity

Other Resources Information

Requisition – Supporting Documentation Page

A Sample Cash Control Ledger is Available

Requisition Guidance is Available

Provide All Requested Supporting Documentation

REQUISITION OF VCDP FUNDS – SUPPORTING DOCUMENTATION

Please upload the following supporting documentation for this requisition:

1. A cash control/general ledger showing all financial transactions for VCDP Funds **AND** Other Resources as detailed in the grant agreement Budget ('Sources and Uses' section of Attachment B). The ledger should include information found in the [Sample Ledger](#).
2. All invoices and other backup documentation, such as timesheets, invoices, cleared checks and/or bank statements to support the amount of VCDP funds being requested. Please contact VCDP staff for more information on adequate supporting documentation or refer to [Requisition Guidance Memo](#).
3. **PLANNING GRANTS** - copies of all invoices and other backup documentation such as timesheets to support all grant expenditures (VCDP and Other Resources) should be provided. This is because planning grants are not monitored on-site, and we need to verify Other Resources for the desk review).

Refer to your grant agreement for details on the following sections: Special Conditions (see Attachment A in Grant Agreement), Payment Requisitions and Reporting Requirements (see Attachment B in Grant Agreement) and CDBG Standard Provisions- Program Costs (see Attachment D in Grant Agreement).

REMINDER: All invoices, timesheets, and other backup documentation, including those for Other Resources, must be maintained in the grantee's files and must be made available for review at time of monitoring.

Cash Control Ledger	<input type="button" value="Choose File"/>	No file chosen	*
Timesheets	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
VCDP Invoices	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
Other Resources Invoices/Expenses	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
Warrant (for first requisition only)	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
Cleared Checks (current requisition)	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
Cleared Checks (from Town to Developer or Subgrantee)	<input type="button" value="Choose File"/>	No file chosen	<input type="checkbox"/> N/A
Document Name	<input type="text"/>	<input type="button" value="Choose File"/>	No file chosen

Sample Cash Control Ledger

Sample Sources and Uses Ledger for CDBG or DR Grants

Grant Name

Vendor or Staff Name and Description	Invoice #	Req #	Payment Date	Check #	VCDP	Other Resources #1	Other Resources #2	Other Resources #3
Award Budget					250,000	300,000	200,000	250,000
Vendor 1- Construction	Invoice #1	1	1/15/16	200	10,000.00	15,000.00		
Vendor 2- Construction	Invoice #2	1	1/20/16	201	15,000.00		7,500.00	
Vendor 1- Construction	Invoice #3	2	3/2/16	202	25,000.00			
Vendor 2- Construction	Invoice #4	2	3/5/16	203				10,000.00
Public Facility - Rehab SubTotal					50,000.00	15,000.00	7,500.00	10,000.00
Vendor 3- Engineering	Invoice #5	1	1/20/16	204	2,500.00	-		500.00
Staff Time- Counseling	Invoice #6	2	3/10/16	205	500.00	-		
Program Management SubTotal					3,000.00	-	-	500.00
Vendor 4- Legal Services	Invoice #7	1	1/25/16	206	1,500.00	-		
Staff Time- Progress Report and GA		2	3/15/16		500.00	-	1,000.00	
Grant Administration SubTotal					2,000.00	-	1,000.00	
Grand Total of Expenditures					55,000.00	15,000.00	8,500.00	10,500.00
Funds Remaining					195,000.00	285,000.00	191,500.00	239,500.00



Requisitioning Staff Time

To Requisition for Staff Time Reimbursement Requirements are:

1. Time Sheet
2. Staff Persons Name & Signature
3. Dates for Work Performed
4. Total Hours Worked- *(including non-VCDP hours)*
5. Hourly Rate of Pay – *(including benefits if charged to the grant)*
6. Total Dollar Amount Per Employee
7. Supervisor Signature
8. Grand Total
9. Program Activity Associated with the Grant –
i.e., General Administration, Program Management



Requisitioning Vendor Expenses

Invoices Submitted by Vendors on Letterhead and Contain:

1. Invoice Number
2. Date
3. Project Description or Name
4. Dates of Work Performed
5. Description of Work or Services Provided
6. Hourly Rate(s) or demonstrate how amounts are being calculated
7. If VCDP Funds are only paying a Portion or Percentage, explain Allocation

Evidence of Payment

- When VCDP Funds are being Drawn for Costs Incurred and Paid-up front by the Grantee or Subgrantee:
 - Copies of the Cleared Checks or Evidence of ACH, for those Expenditures **Must Be Uploaded** as Supporting Documentation
- When VCDP Funds are Being Drawn for Costs Incurred but Not Paid for by the Grantee or Subgrantee:
 - Copies of the Cleared Checks or Evidence of ACH for those expenditures **Must Be Uploaded** as Supporting Documentation **Prior** to the Next Requisition Being Submitted



Requisition Summary

Document Information: [REQ-2019-Barre City-00003](#)

Parent Information: [07110-IG-2019-Barre City-02](#)

[Details](#)

You are here: > [VCDP Requisitions Menu](#) > [Forms Menu](#)

View of a
Completed Requisition



REQUISITION SUMMARY

Please save the page to auto populate the table based on recorded data on the bud

Total VCDP Budgeted	\$705,000
Total Other Resources Budgeted	

This Requisition Amount	
Balance Available to Requisition	

Other Resources Expended for this Requisition Amount	
Balance Available for Other Resources	

VCDP Requisitioned To Date	
VCDP Requisitioned To Date	%

Other Resources Expended To Date	
Other Resources Expended To Date	%

Total VCDP Budgeted	\$705,000
Total Other Resources Budgeted	\$1,225,000

This Requisition Amount	\$200,500
Balance Available to Requisition	\$504,500

Other Resources Expended for this Requisition Amount	\$261,833
Balance Available for Other Resources	\$963,167

VCDP Requisitioned To Date	\$200,500
VCDP Requisitioned To Date	28%

Other Resources Expended To Date	\$261,833
Other Resources Expended To Date	21%

To Submit Requisition

- When all the required Information and Supporting Documentation has been Provided and **SAVED**

Click on Status Change

Click on Requisition Submitted
Apply Status

All Set!



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The screenshot shows a web application interface for managing requisitions. At the top, there are navigation tabs: Menu, Forms Menu, Status Changes (selected), Management Tools, and Related Documents and Messages. Below these is a 'Status Changes' dialog box with the following content:

Possible Statuses

- REQUISITION SUBMITTED
- REQUISITION CANCELLED

Below the dialog box, there is a 'Forms' section with a table:

Status	Page Name	Note	Created By
Requisition			
	Requisition		
	Requisition		
	Requisition of VCDP Funds – Supporting Documentation		
	Requisition Summary		Mr. Steven Mackenzie 10/8/2019 3:08:51 PM

Below the 'Forms' section is a 'Reports' section with two items:

- [Requisition Specific Summary Report](#)
- [Requisition Specific Summary Report \(Excel Export\)](#)

Two red arrows point from the text on the left to the 'Status Changes' dialog box and the 'REQUISITION SUBMITTED' button.

Requisition Schedule

Vermont Community Development Program Requisition Processing Schedule 2023 (1 st and 3 rd Tuesday of the month)		
If DHCD receives requisition by:	DHCD process and forwards requisition to Finance:	State Treasure processes the ACH Transfer:
December 16, 2022	January 3, 2023	January 5, 2023
January 6, 2023	January 17, 2023	January 19, 2023
January 31, 2023	February 7, 2023	February 9, 2023
February 10, 2023	February 21, 2023	February 23, 2023
February 24, 2023	March 6, 2023	March 9, 2023
March 14, 2023	March 21, 2023	March 23, 2023
March 28, 2023	April 4, 2023	April 6, 2023
April 11, 2023	April 18, 2023	April 20, 2023
April 25, 2023	May 2, 2023	May 4, 2023
May 9, 2023	May 16, 2023	May 18, 2023
May 30, 2023	*June 6, 2023*	*June 8, 2023*
June 13, 2023	*June 20, 2023*	*June 22, 2023*
June 23, 2023	July 3, 2023*	July 6, 2023
July 11, 2023	July 18, 2023	July 20, 2023
July 25, 2023	August 1, 2023	August 3, 2023
August 8, 2023	August 15, 2023	August 17, 2023
August 25, 2023	September 5, 2023	September 7, 2023
September 12, 2023	September 19, 2023	September 21, 2023
September 26, 2023	October 3, 2023	October 5, 2023
October 10, 2023	October 17, 2023	October 19, 2023
October 31, 2023	November 7, 2023	November 9, 2023
November 14, 2023	November 20, 2023	November 22, 2023
November 28, 2023	December 5, 2023	December 7, 2023
December 12, 2023	December 19, 2023	December 21, 2023

Questions

Thank You

Contact

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