Vermont Community Development Program

Requisitioning Walk-Through

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Learning Objectives

In this session you will be able to:

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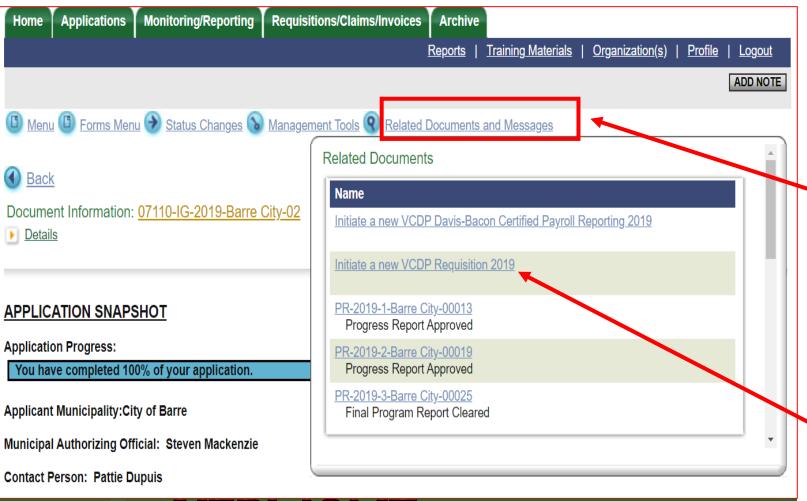- Know what Supporting Documentation is needed

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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

Go to the Application page Of your Grant

Click on "Related Documents and Messages"
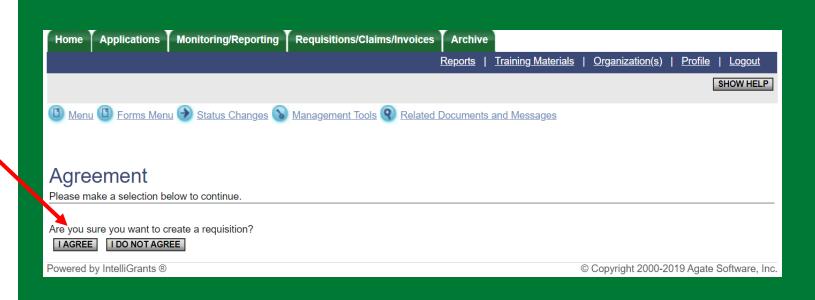
This will bring up the "Related Documents"

Click on the "Initiate a new VCDP Requisition"

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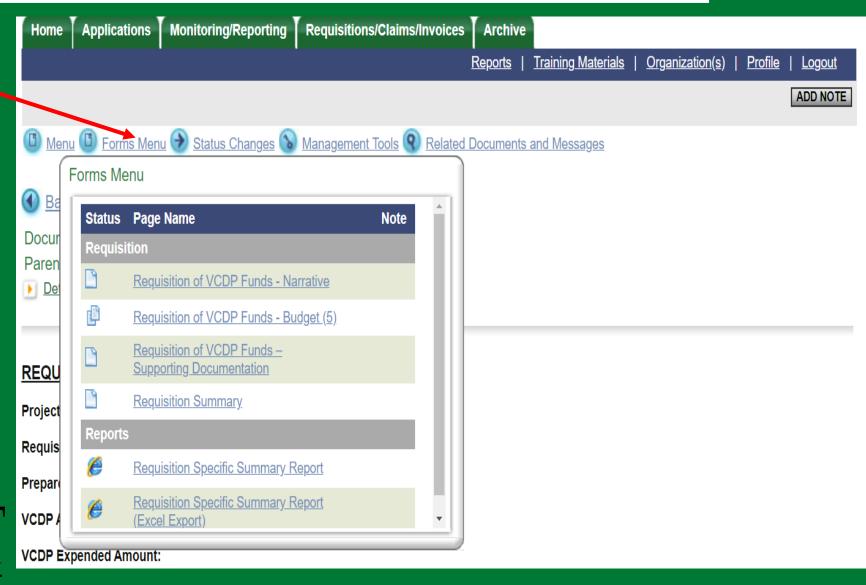
Next Step

Next Click
"I Agree"

This will create the new Requisition

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Click on "Forms Menu"

This will bring up

The Requisition Forms page

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

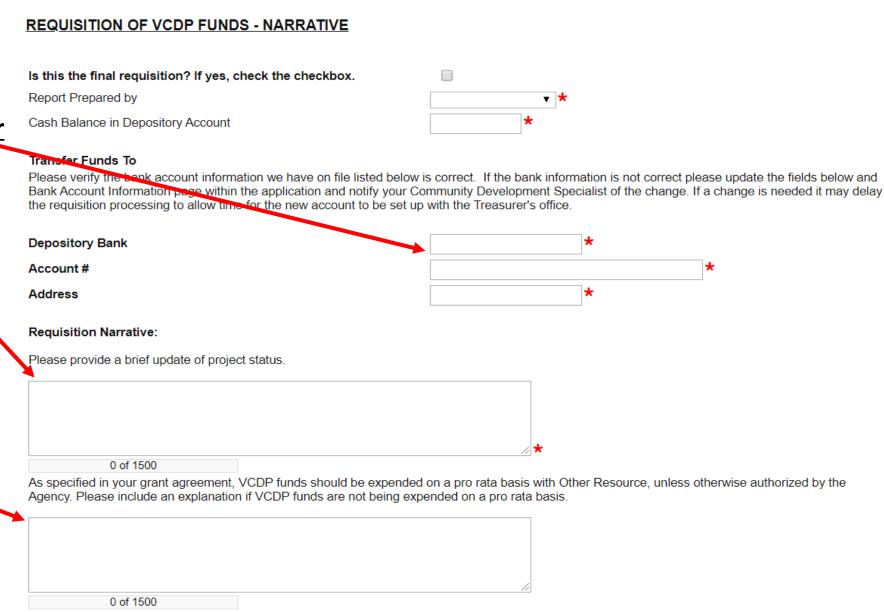| Status	Page Name
Requisition	
📄	Requisition of VCDP Funds - Narrative
📑	Requisition of VCDP Funds - Budget (5)
📄	Requisition of VCDP Funds – Supporting Documentation
📄	Requisition Summary
Reports	
🌐	Requisition Specific Summary Report
🌐	Requisition Specific Summary Report (Excel Export)

Requisition – Narrative Page

REQUISITION OF VCDP FUNDS - NARRATIVE

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

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.

Project Status
This should include:
- Activity performed during the period between this Requisition and the last
- % of Project Completion
- % of Money Expended

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.

Pro Rata
If funds are not being Expended Equally, please Provide Explanation
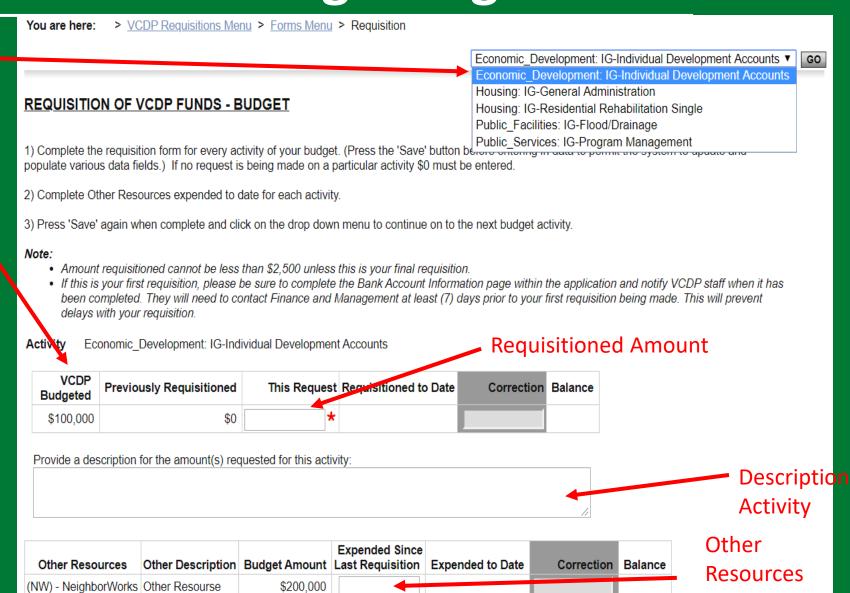
0 of 1500

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

Economic_Development: IG-Individual Development Accounts ▾   GO
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

Requisitioned Amount

VCDP Budgeted	Previously Requisitioned	This Request	Requisitioned to Date	Correction	Balance
$100,000	$0	*			

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

Description Activity

Other Resources	Other Description	Budget Amount	Expended Since Last Requisition	Expended to Date	Correction	Balance
(NW) - NeighborWorks	Other Resourse	$200,000				

Other Resources Information

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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	Choose File No file chosen	*
Timesheets	Choose File No file chosen	☐ N/A
VCDP Invoices	Choose File No file chosen	☐ N/A
Other Resources Invoices/Expenses	Choose File No file chosen	☐ N/A
Warrant (for first requisition only)	Choose File No file chosen	☐ N/A
Cleared Checks (current requisition)	Choose File No file chosen	☐ N/A
Cleared Checks (from Town to Developer or Subgrantee)	Choose File No file chosen	☐ N/A
Document Name		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

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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

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Requisition Summary

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	%

View of a
Completed Requisition

Total VCDP Budgeted	$705,000
Total Other Resources Budgeted	$1,225,000
---	---
	$200,500
This Requisition Amount	
Balance Available to Requisition	$504,500
---	---
	$261,833
Other Resources Expended for this Requisition Amount	
Balance Available for Other Resources	$963,167
---	---
	$200,500
VCDP Requisitioned To Date	
VCDP Requisitioned To Date	28%
---	---
	$261,833
Other Resources Expended To Date	
Other Resources Expended To Date	21%

15

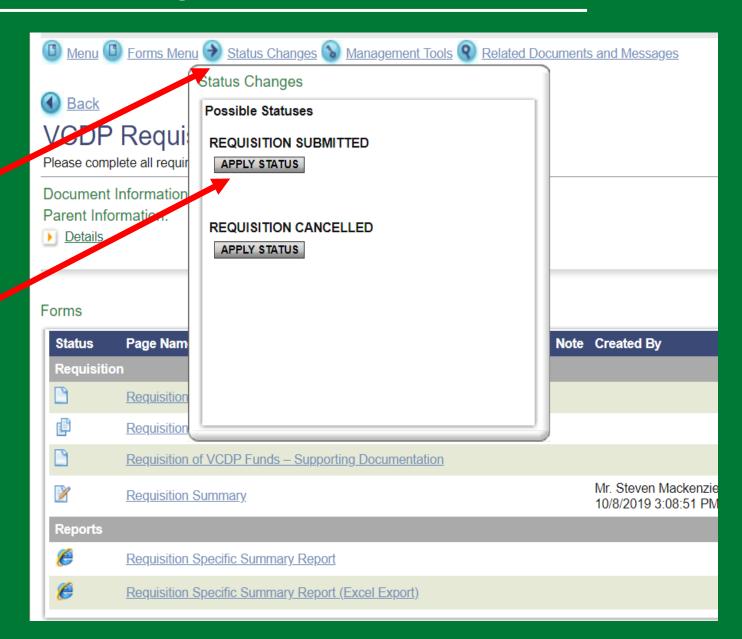# To Submit Requisition

- 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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Requisition Schedule

Vermont Community Development Program Requisition Processing Schedule 2023 (1st and 3rd 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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