

# Vermont Community Development Program (VCDP)

## Progress Report Errors & Tips

### Common Progress Report Errors

- Progress Reports with errors are pushed to “Progress Report Modifications Required” status
- Inconsistent data on Narrative, Beneficiary, and Performance Measures pages
- Budget pages don’t match what’s been previously requisitioned or other resources spent
- Contractors and Subcontractors added in multiple progress reports – not just for the period the contracts were executed
- Contractors and Subcontractors ID numbers don’t have the required 9 digits
- Davis Bacon numbers are incorrect – some don’t include the VT#
- Davis Bacon numbers are added to the architects and engineers’ contracts
- Beneficiaries by Race, Ethnicity and Income page – totals for beneficiaries and income don’t agree
- Beneficiaries by Race, Ethnicity and Income page – previous beneficiary ethnicity data changed from what was previously reported
- Final Public Hearing Tear Sheet uploaded doesn’t include all the required information (Newspaper name, publication date, Hearing notice)
- **Signed** Final Public Hearing Minutes
- Status of Grant Funds – General Admin dollars remaining for Single Audit or Closeout Agreement Process.

### Progress Report Tips

- Open 2 different browsers (Safari & Chrome), log into your GEARS account in both browsers, open the *previous* Progress Report in one browser and the *current* progress report in the other to reference when completing the report due
- Review all data entered in the Narrative, Beneficiary and Performance Measures pages
- Closeout process - Have all funds been drawn and benefit met according to the grant agreement? If not, you may need to talk with VCDP staff to amend the grant agreement
- Schedule the Final Public Hearing in a **timely manner** to meet the completion date and report deadline
- Make sure the Municipal Authorizing Official (MAO) is going to be available to submit the final report to meet the report deadline!