

## VCDP Online Application & Grants Management System (GEARS) –Roles

Every person needing access to a grant application must have only one account in the GEARS system and be assigned roles pertinent to their relationship with the organization and duties within the application. Municipal/Authoring Official(s) (MAO) are assigned by their legislative body and validated by the VCDP staff. The MAO needs to notify VCDP staff of all new users needing access along with their respective roles to the organization's account and application, and VCDP staff will validate their accounts.

### Roles for VCDP Online grants:

- **Municipal/Authorized Official** – The MAO should be the Chief Executive Officer or a person designated by the Legislative Body to act in connection with the grant application; such as a Town or City Manager or Administrator, Municipal Assistant or other responsible person. It is recommended that two persons are validated as Municipal Officials, in the event one is not available at a critical time.
  - ability to create, write, edit, review and submit applications;
  - can only assign validated (someone already in the system) Administrators, Administrator/Finance Officer, Writers or Viewers to an application;
  - only person(s) with the authority to submit an application and environmental review;
  - title in the system functions as an electronic signature; and
  - ability to administer the grant if awarded.
- **Administrator** – Municipalities that have staff capacity may want to assign this role to a town administrator, administrative assistant, a planning director, economic development director, etc.
  - added to the grant management system by a Municipal Official;
  - ability to create, write, review and edit applications;
  - ability to administer the grant if awarded.

**Keep in mind:** This role, when given at the Organization level gives the authority to create applications on behalf of the municipality. When given at the Application level, there is no ability to create new applications. We suggest that a non-profit partner be given the Administrator role within the Application if the partner is going to administer the VCDP grant once awarded.

- **Administrator/Financial Officer** – the person or people in this role have the same abilities as the Administrator and the additional ability to requisition funds once a grant is awarded.
- **Financial Officer** – is only assigned to individuals with financial duties at the municipality and the person or people with this role only have the ability to requisition funds once a grant is awarded and complete Closeout Financial Reports pertaining to a Closeout Agreement.
- **Writer** – VCDP recommends this role be assigned at the Organization level to non-profit organizations or consultants if they are writing grants on behalf of a municipality. We suggest that a non-profit partner be given the Administrator role within the Application if the partner is going to administer the VCDP grant once awarded
  - Ability to write, edit and review applications.
  - Added to a specific grant application by the Municipal Official or the Administrator.
- **Viewers** – this person has the ability to read grant applications.

**For assistance in becoming a new user please contact  
Cindy Blondin at (802) 828-5219 or email [cindy.blondin@vermont.gov](mailto:cindy.blondin@vermont.gov).**