

# Vermont Community Development Program

## Navigating GEARS & Opening an Application

Cindy Blondin, Grants Management Analyst

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# Learning Objectives

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- **Understand what GEARS is and what it is used for**
- **Understand how GEARS is structured for the purposes of VCDP**
- **Learn strategies for navigating through GEARS**

# What is GEARS?



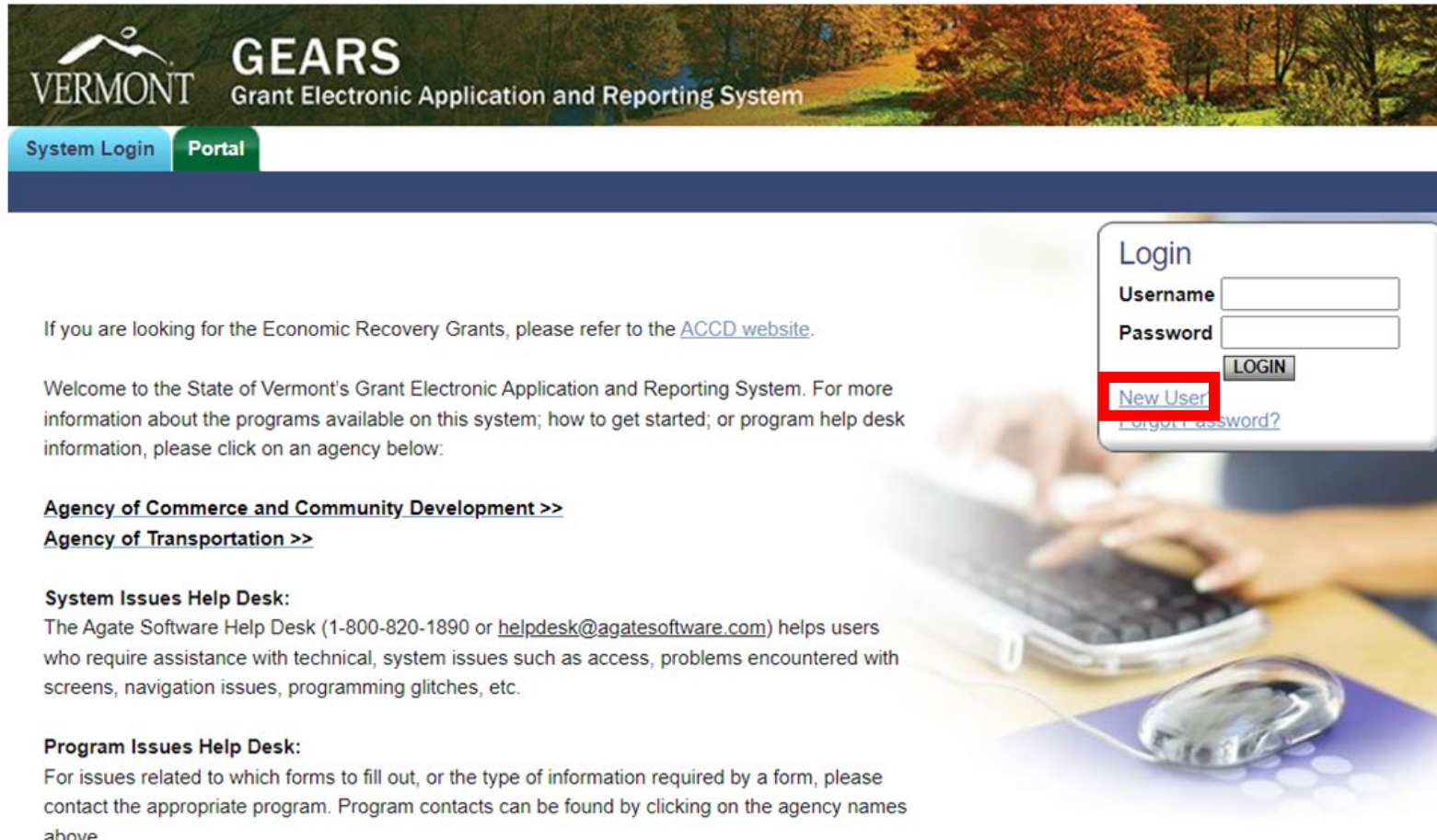
- Online grants management system used by multiple State programs and across multiple State Agencies.
- VCDP's entire grant process is managed through GEARS:
  - ❖ Applications
  - ❖ Environmental reviews
  - ❖ Davis-Bacon reporting
  - ❖ Execution of the grant agreement
  - ❖ Requisitioning
  - ❖ Progress reports
  - ❖ Monitoring
  - ❖ Single audit
  - ❖ Closeout agreement
  - ❖ Closeout financial reporting

# Gaining Access to GEARS

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1. Municipality needs to know about the project and who the players are.
2. Only the Municipal Authorizing Official (MAO), Administrator (Admin) or Administrator/Financial Officers (Admin/FO) attached to the organization can create an application or environmental review (ER) for a project.
3. The MAO, Admin or Admin/FO at the municipality needs to email VCDP staff with the identifier(s) of the application and ER, with the names and roles of each individual needing access.
4. Users typically only need one account.
5. All MAO's and new users must be validated by VCDP staff.

# New Users



The screenshot shows the GEARs website interface. At the top left is the Vermont logo and the text "GEARS Grant Electronic Application and Reporting System". Below this are two buttons: "System Login" and "Portal". The main content area includes a login form with fields for "Username" and "Password", a "LOGIN" button, and a "New User" link highlighted with a red box. Below the login form, there is a link to the "ACCD website" and a welcome message. Further down, there are links for "Agency of Commerce and Community Development >>" and "Agency of Transportation >>". At the bottom, there are sections for "System Issues Help Desk" and "Program Issues Help Desk".

VERMONT **GEARS**  
Grant Electronic Application and Reporting System

System Login Portal

If you are looking for the Economic Recovery Grants, please refer to the [ACCD website](#).

Welcome to the State of Vermont's Grant Electronic Application and Reporting System. For more information about the programs available on this system; how to get started; or program help desk information, please click on an agency below:

[Agency of Commerce and Community Development >>](#)  
[Agency of Transportation >>](#)

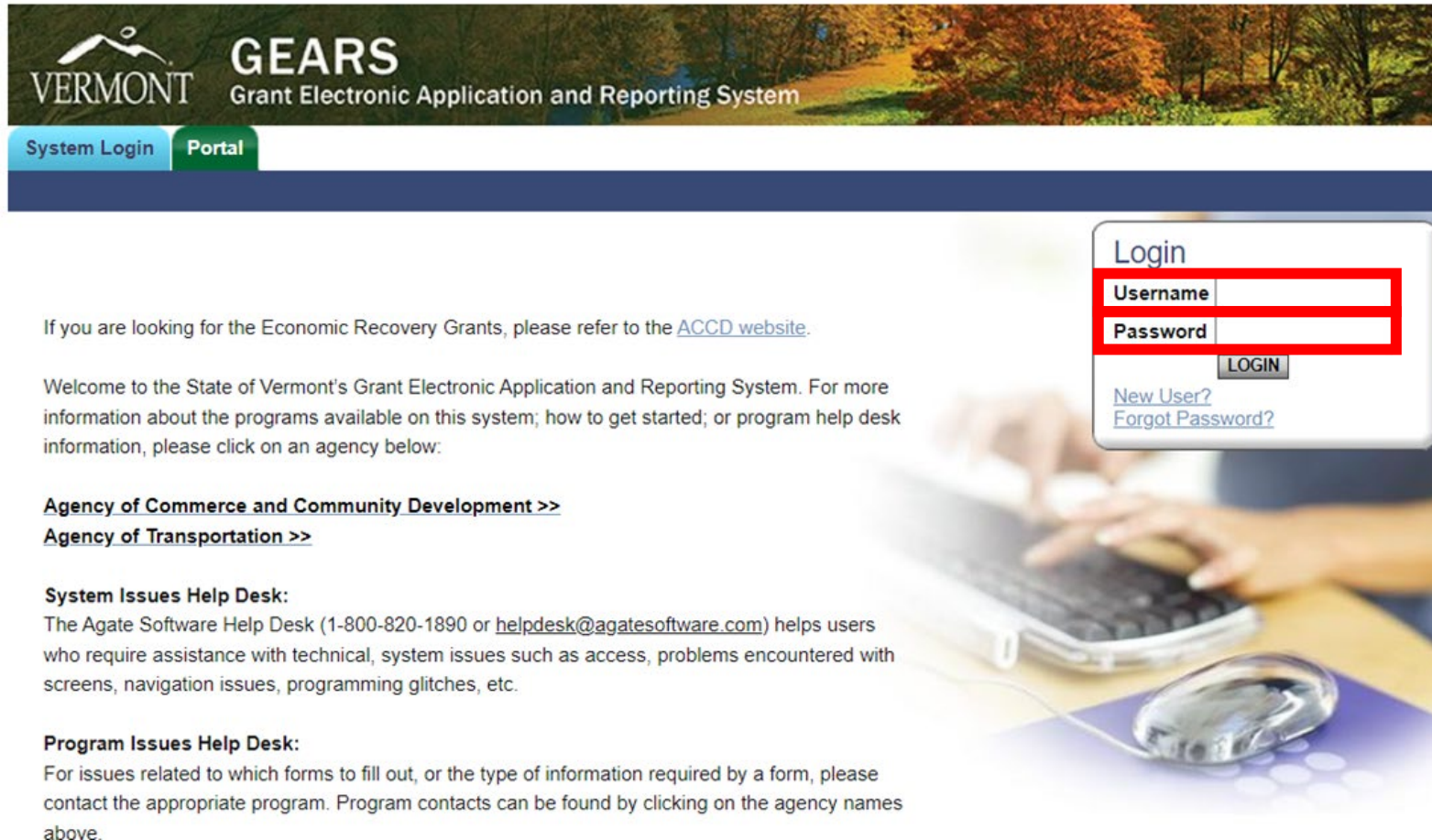
**System Issues Help Desk:**  
The Agate Software Help Desk (1-800-820-1890 or [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)) helps users who require assistance with technical, system issues such as access, problems encountered with screens, navigation issues, programming glitches, etc.

**Program Issues Help Desk:**  
For issues related to which forms to fill out, or the type of information required by a form, please contact the appropriate program. Program contacts can be found by clicking on the agency names above.

Login  
Username   
Password   
LOGIN  
**New User**  
[Forgot Password?](#)

- Log onto GEARs site: <https://egrants.vermont.gov>
- Click on “New User” and complete account information and select the program you are working with and save.
- ACCD staff from the selected program will receive a notice the account has been created.
- VCDP staff do not validate accounts until an email is received by the municipality granting permission.

# Logging On



**VERMONT** **GEARS**  
Grant Electronic Application and Reporting System

System Login Portal

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[Agency of Commerce and Community Development >>](#)  
[Agency of Transportation >>](#)

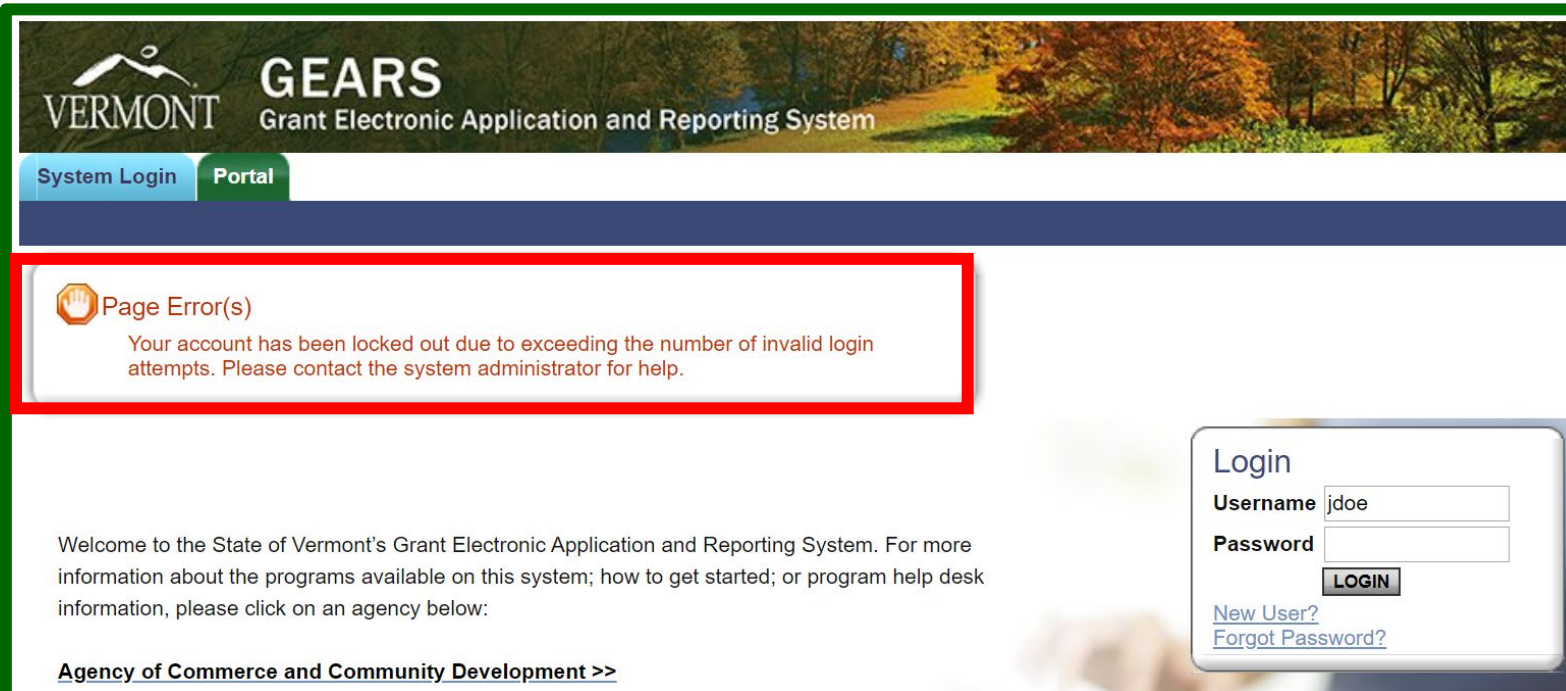
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Login  
Username   
Password   
LOGIN  
[New User?](#)  
[Forgot Password?](#)

- Log onto GEARs site: <https://egrants.vermont.gov>
- Enter in the “Username” and “Password” for the account created.
- Click on the grey “Login” button.

# Getting Locked Out/Forgot Password

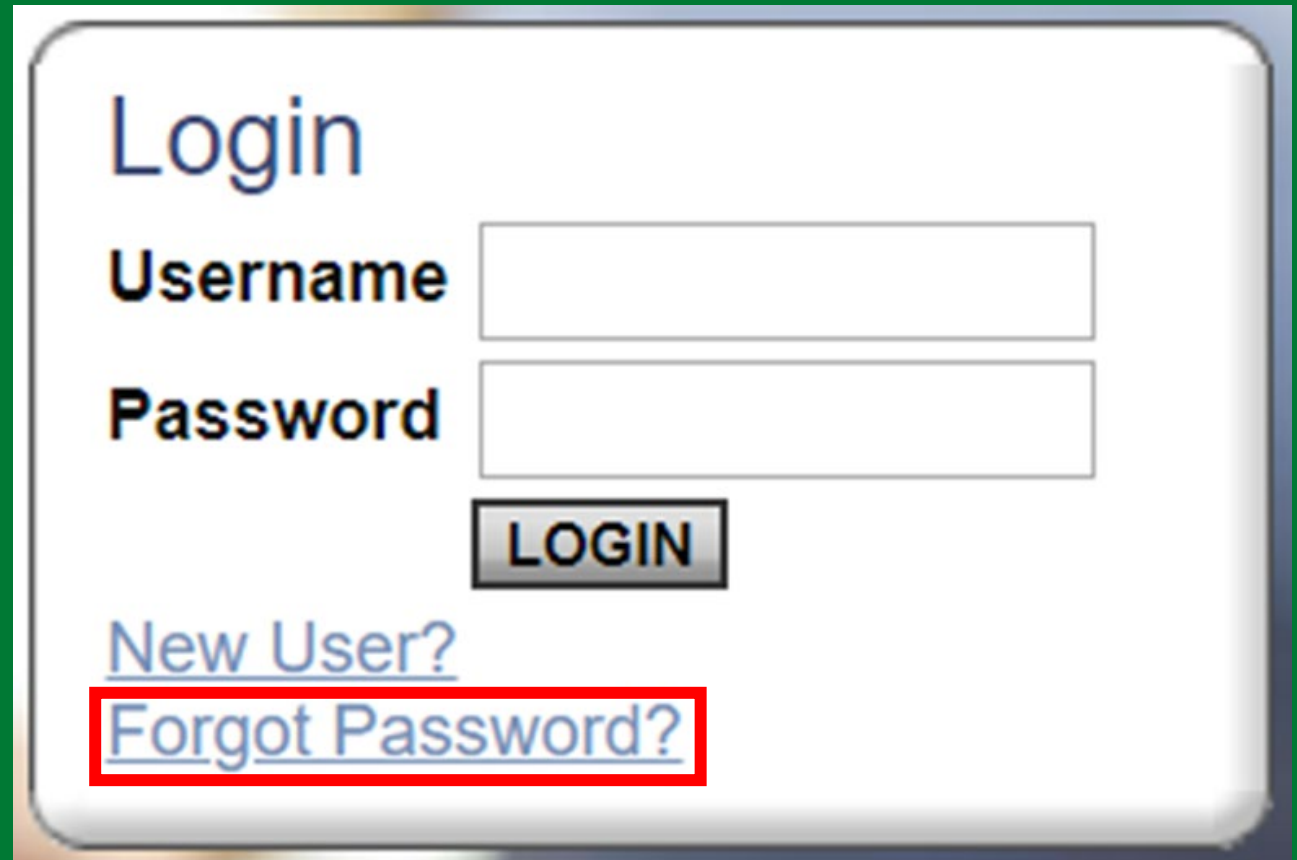


The screenshot shows the VERMONT GEARS (Grant Electronic Application and Reporting System) login page. At the top, there is a navigation bar with 'System Login' and 'Portal' buttons. Below this, a red-bordered box highlights a 'Page Error(s)' message: 'Your account has been locked out due to exceeding the number of invalid login attempts. Please contact the system administrator for help.' To the right of the error message is a 'Login' form with fields for 'Username' (containing 'jdoe') and 'Password', a 'LOGIN' button, and links for 'New User?' and 'Forgot Password?'. Below the error message, there is a welcome message and a link to 'Agency of Commerce and Community Development >>'.

- 3 incorrect password entries
- Wait 20 minutes and try again

# Getting Locked Out/Forgot Password

- Forgotten your password, select the “Forgot Password?”
- Enter email and username associated with the account
- A temporary Password will be sent to the email account



The image shows a login interface with the following elements:

- Login** (title)
- Username** (text label) and an empty text input field.
- Password** (text label) and an empty password input field.
- LOGIN** (button)
- [New User?](#) (link)
- [Forgot Password?](#) (link, highlighted with a red rectangular border)



# GEARS Main Home Screen

- View Available Applications  
Only MAO's and Admin's and Admin/FO's at the Organization level see
- My Inbox  
All system notifications sent
- My Tasks  
Open applications, ER's requisitions, PR's etc. that are open and/or something needs to be completed.

Home Applications Monitoring/Reporting Requisitions/Claims/Invoices Archive

Reports | Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Welcome Patrick  
Municipal/Authorizing Official  
Change Picture

Instructions:  
Select the SHOW HELP button above for detailed instructions on the following.  
> Applying for an Opportunity  
> Using System Messages  
> Understanding your Tasks  
> Managing your awarded grant

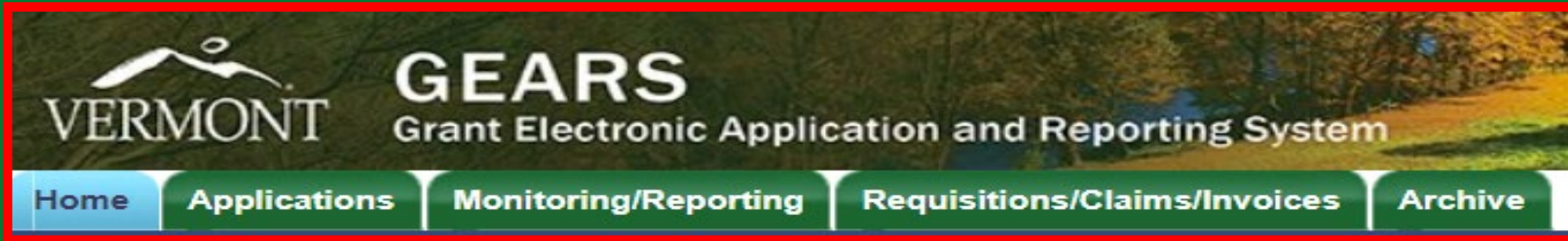
Hello Patrick, please choose an option below.

**View Available Applications**  
You have 10 applications available.  
Select the View Applications button below to see what is available to your organization.  
VIEW APPLICATIONS

**My Inbox**  
You have 50 new messages.  
Select the Open Inbox button below to open your system message inbox.  
OPEN INBOX

**My Tasks**  
You have 3 new tasks.  
You have 0 tasks that are critical.  
Select the Open Tasks button below to view your active tasks.  
OPEN TASKS

# Options Available Under Each Tab



↑  
VCDP  
Applications/  
Awarded Grants  
&  
Environmental  
Reviews

↑  
Closeout Agreements,  
NCDO,  
Closeout Financial  
Reports,  
Onsite Monitoring  
Reports,  
Progress Reports,  
Audits

↑  
VCDP Requisitions

↑  
All 2007 -2011 VCDP  
Applications/  
Awarded Grants  
Requisitions  
Progress Reports  
Onsite Monitoring  
Reports  
2007 -2012  
Environmental  
Reviews

# Object Labeling: Applications

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**07110-IG-2018-Bennington-05**

ACCD Code for  
VCDP

Application Type

- IG: Implementation Grant
- PG: Planning Grant
- AM: Accessibility Modification
- SS: Scattered Site

Program Year of  
Application

Municipality or  
Organization

Unique  
Identifier #  
(assigned by the  
system at the time  
the application is  
created)

# Object Labeling

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- Applications/Awarded Grants → 07110-IG-2018-Bennington-05
- Environmental Reviews → ENV-2018-Bennington-010
- Requisitions → REQ-2018-Bennington-00028
- Onsite Monitoring Reports → OSMR-2018-Bennington-00005
- Progress Reports → PR-2018-2-Bennington-00010
- Davis-Bacon → DBCP-2018-Bennington-00002

# Object Labeling

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- Single Audits → SA-2017-Montpelier City-00006
- Closeout Agreements → CL-2007-Montpelier City-00056
- Closeout Financial Reports → CFR-2017-Montpelier City-00329
- NCDO Agreements (by organization) → CHT-00003

# Searching for Applications

- Home Tab My Tasks  
Expand and you will see open applications, ER's requisitions, PR's etc. that are open and/or something needs to be completed.

The screenshot shows a user interface with a navigation bar at the top containing 'Home', 'Applications', 'Monitoring/Reporting', 'Requisitions/Claims/Invoices', and 'Archive'. Below the navigation bar, there are links for 'Reports', 'Training Materials', 'Organization(s)', 'Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area includes a welcome message for 'Karen', a 'My Inbox' section with 50 new messages, and a 'My Tasks' section. The 'My Tasks' section is highlighted with a red box. Below it, there is a table of tasks with columns for task name, organization, ID, status, and dates. One row is highlighted in red:

Task Name	Organization	ID	Status	Start Date	End Date
VCDP Application	City of Winooski	07110-IG-2018-Winooski City-02	Grant Awarded	6/20/2018	
VCDP Application	City of Winooski	2018-Winooski City-01	Application In Process	6/6/2018	6/15/2019
March Invoice	City of Barre	OPDUJINV-Mar-2018-Barre City	Invoice In Process	3/2/2018	3/31/2018

# Searching for Applications

- Applications Tab Provides links to applications and ER's
- Just click search and all the applications you have access to will populate
- Enter name of organization and search you will get all for that organization
- Enter year and search you will get all for that year

## Applications

Use the search functionality below to find a specific Application.

### Search Applications

Application Types

Application Name

Status

Organization

Year

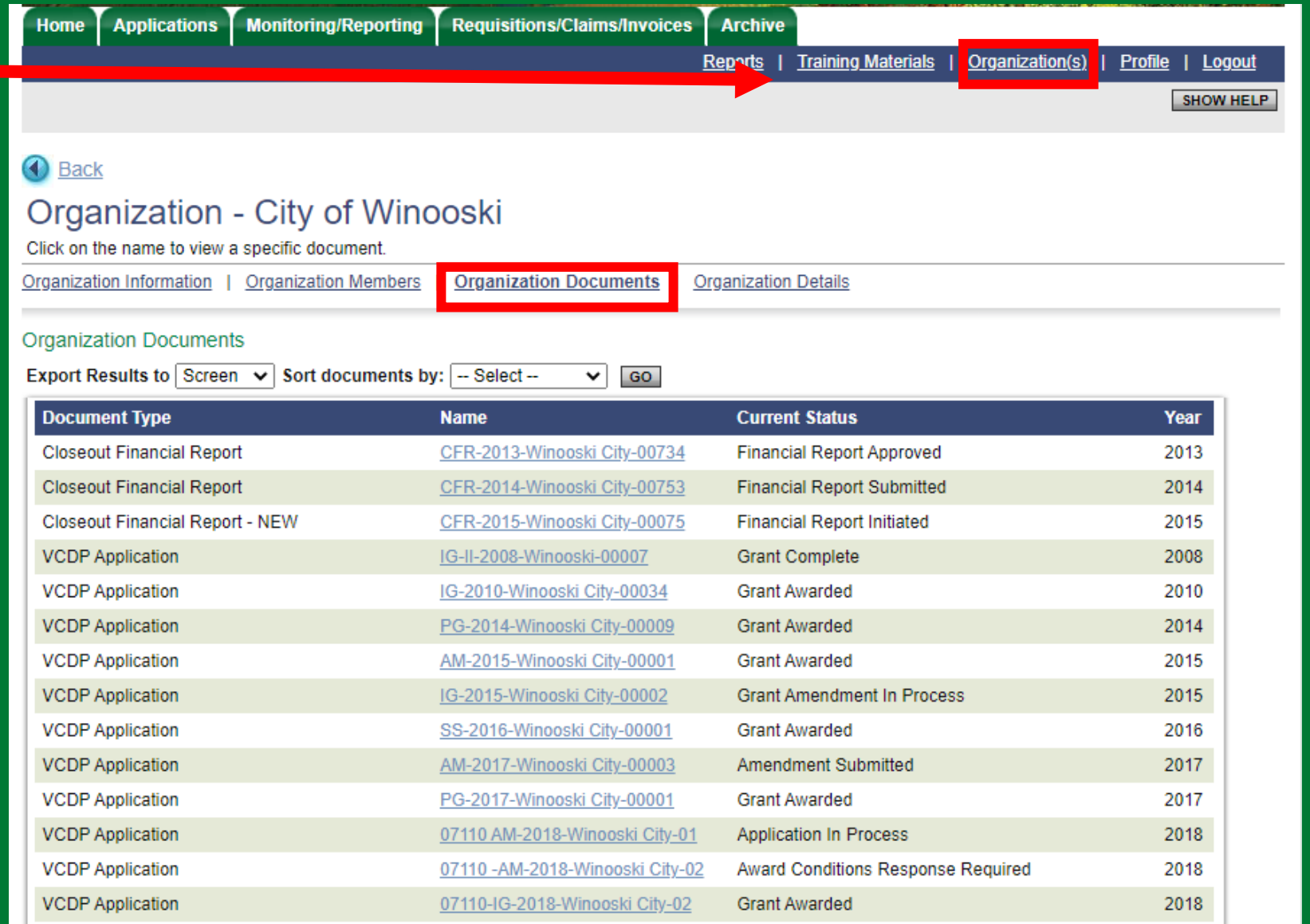
Export Results to  Sort by:

Number of Results 49

Document Type	Organization	Name	Current Status	Year
Municipal Planning Application FY16	<a href="#">Town of Guilford</a>	<a href="#">MP-2016-Guilford-00022</a>	Application In Progress	2016
VCDP Application	<a href="#">Central Vermont Community Land Trust</a>	<a href="#">DR-IG-2012-CVCLT-00011</a>	Grant Awarded	2012
VCDP Application	<a href="#">City of Barre</a>	<a href="#">IG-2013-Barre City-00015</a>	Award Conditions Response Required	2013
VCDP Application	<a href="#">City of Newport</a>	<a href="#">IG-III-2009-Newport City-00031</a>	Grant Complete	2009
VCDP Application	<a href="#">City of Rutland</a>	<a href="#">IG-2011-Rutland City-00007</a>	Application Canceled	2011

# Searching for Applications

- Organizations  
Provides links to all documentation you have access to for that organization.



The screenshot displays a web application interface for searching for applications. The top navigation bar includes links for Home, Applications, Monitoring/Reporting, Requisitions/Claims/Invoices, and Archive. A red arrow points from the 'Organizations' link in the top navigation bar to the 'Organization Documents' link in the breadcrumb trail. The main content area shows the 'Organization - City of Winooski' page, with a table of 'Organization Documents'.

Organization Documents

Export Results to  Sort documents by:

Document Type	Name	Current Status	Year
Closeout Financial Report	<a href="#">CFR-2013-Winooski City-00734</a>	Financial Report Approved	2013
Closeout Financial Report	<a href="#">CFR-2014-Winooski City-00753</a>	Financial Report Submitted	2014
Closeout Financial Report - NEW	<a href="#">CFR-2015-Winooski City-00075</a>	Financial Report Initiated	2015
VCDP Application	<a href="#">IG-II-2008-Winooski-00007</a>	Grant Complete	2008
VCDP Application	<a href="#">IG-2010-Winooski City-00034</a>	Grant Awarded	2010
VCDP Application	<a href="#">PG-2014-Winooski City-00009</a>	Grant Awarded	2014
VCDP Application	<a href="#">AM-2015-Winooski City-00001</a>	Grant Awarded	2015
VCDP Application	<a href="#">IG-2015-Winooski City-00002</a>	Grant Amendment In Process	2015
VCDP Application	<a href="#">SS-2016-Winooski City-00001</a>	Grant Awarded	2016
VCDP Application	<a href="#">AM-2017-Winooski City-00003</a>	Amendment Submitted	2017
VCDP Application	<a href="#">PG-2017-Winooski City-00001</a>	Grant Awarded	2017
VCDP Application	<a href="#">07110 AM-2018-Winooski City-01</a>	Application In Process	2018
VCDP Application	<a href="#">07110 -AM-2018-Winooski City-02</a>	Award Conditions Response Required	2018
VCDP Application	<a href="#">07110-IG-2018-Winooski City-02</a>	Grant Awarded	2018



# Navigating within an Object

- Breadcrumb Menu - is the same in all objects
- Forms Menu – all required forms for that object.
- Status Changes – only the person with the role to change the status will see next available status
- Management Tools – create a pdf of the object, who's attached etc.
- Related items – all children of the object

The screenshot displays a web application interface with a breadcrumb menu at the top: [Menu](#) > [Forms Menu](#) > [Status Changes](#) > [Management Tools](#) > [Related Documents and Messages](#). Below the breadcrumb menu is a [Back](#) button and document information: [Document Information: 071121G-2021-Bristol-12](#) and a [Details](#) button. The main content area is titled **APPLICATION SNAPSHOT** and includes an **Application Progress** section with a blue progress bar indicating **You have completed 100% of your application.** Below this, the following details are listed: Applicant Municipality: Town of Bristol; Municipal Authorizing Official: Valerie Capels; Contact Person: Valerie Capels; Project Title: Firehouse Apartments; VCDP Funds: \$535,000.00; Total Other Resources: \$6,039,500.00; and Board Meeting: 11/04/2021. Red arrows from the text on the left point to the corresponding menu items in the breadcrumb menu.

# Forms within an Object

- Forms Menu – of the Application
- To go to the form, click on the page name link
- Notice (4) : This means there are 4 Project Budget Housing Pages

VCDP Application Menu - Forms

Please complete all required forms below.

Document Information: [07110-IG-2021-Bristol-16](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
First Steps				
	<a href="#">Read Me Page</a>		Karen Allen 9/16/2021 10:25:30 AM	Samantha Dunn 9/16/2021 4:11:39 PM
	<a href="#">Program Area Selection</a>		Karen Allen 8/31/2021 8:26:47 AM	
Executive Summary				
	<a href="#">Executive Summary</a>		Karen Allen 8/31/2021 8:29:35 AM	Samantha Dunn 9/16/2021 4:06:14 PM
	<a href="#">National and State Objectives</a>		Karen Allen 8/31/2021 8:51:58 AM	Samantha Dunn 9/8/2021 3:18:48 PM
	<a href="#">Grantee Roles and Capacity</a>		Samantha Dunn 8/31/2021 12:21:51 PM	Samantha Dunn 9/8/2021 1:37:51 PM
	<a href="#">Project Description</a>		Karen Allen 8/31/2021 9:37:06 AM	Samantha Dunn 9/16/2021 11:32:56 AM
Housing Budget				
	<a href="#">Project Budget: Housing_(4)</a>			

# Forms with Multiple Pages

- Each page is identified by the activity in this case and are listed in the drop down in the upper righthand corner
- To navigate between the different project activities, select activity in the dropdown on the upper right-hand corner and select "Go"

[Details](#)

Program Component: Housing

You are here: > [VCDP Application Menu](#) > [Forms Menu](#) > Housing Budget

**PROJECT BUDGET: HOUSING**

1. Enter the VCDP amount for this activity.
2. Enter any funding from other sources below.
3. Save the page to automatically calculate the Activity Total.
4. Click "Add" to create additional project budget activity pages.
5. To see a complete budget summary of all activities, click on VCDP Project Budget and Other Resources under reports at bottom of the forms menu.

All of the pages that have been added to this section will appear in a drop down menu in the upper right side of this form opposite the menu bar. Use the GO button next to the drop down menu to navigate between the pages.

Activity  \*

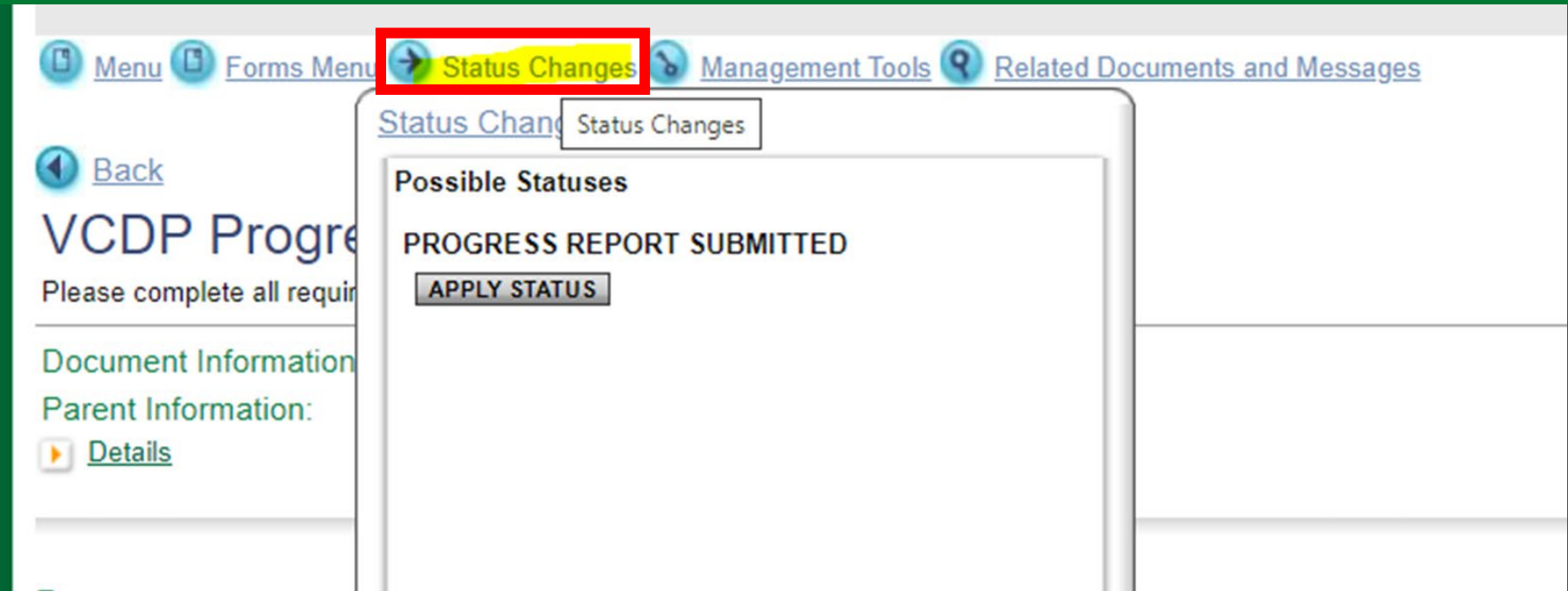
Housing

VCDP Amount Requested  \*

Activity

# Status Changes

- Depending on your role determines if you have the permissions to change the status



# Management Tools

- Create a full print version allows you to have a copy of everything that has been entered
- Create a blank version a blank version of the object
- Add/Edit People you can see who's attached
- Status History shows the history of who has changed the statuses for the object (App, Req, ER etc)
- Check for Errors allows you to check if data is missing before submitting
- Attachment Repository you can see everything uploaded to the object (App, Req, ER, etc)

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

## VCDP Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [07110-PG-2019-Barre City-01](#)

[Details](#)

### Management Tools

- [CREATE FULL PRINT VERSION](#)  
Select the link above to create a printable version of the document.
- [CREATE FULL BLANK PRINT VERSION](#)  
Select the link above to create a blank printable version of the document.
- [ADD/EDIT PEOPLE](#)  
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.
- [STATUS HISTORY](#)  
Select the link above to view the status history of this document.
- [CHECK FOR ERRORS](#)  
Select the link above to check the entire document for errors.
- [ATTACHMENT REPOSITORY](#)  
Select the link above to view all attachments to this document.

# Related Documents and Messages

- Related Documents & Messages
- This is where you would create requisitions
- You see the complete list of Requisitions, Progress Reports, Davis-Bacon and Onsite Monitoring Reports Related to the Grant
- Messages

NOTE:  
Environmental Reviews are under applications tab or My Tasks

### VCDP Application Menu - Related Items

The various sections below can link to items that are associated with this document.

Document Information: [07110-PG-2019-Barre City-01](#)  
[Details](#)

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**Related Documents**

Sort search results by:  Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
VCDP Requisitions	<a href="#">Initiate a new VCDP Requisition 2019</a>				
VCDP Progress Report 2019	<a href="#">PR-2019-1-Barre City-00014</a>	Progress Report In Progress	06/01/2019 - 09/30/2019 10/30/2019 11:59PM	Mrs. Cindy Blondin 6/26/2019 10:15:24 AM	Mrs. Cindy Blondin 10/9/2019 11:21:52 AM
VCDP Progress Report 2019	<a href="#">PR-2019-2-Barre City-00018</a>	Progress Report Approved	10/01/2019 - 12/31/2019 01/30/2020 11:59PM	Mrs. Cindy Blondin 7/8/2019 3:40:50 PM	Cindy Blondin 8/2/2019 9:44:29 AM
VCDP Progress Report 2019	<a href="#">PR-2019-3-Barre City-00022</a>	Final Program Report Received	01/01/2020 - 03/31/2020 04/30/2020 11:59PM	Mrs. Cindy Blondin 8/2/2019 10:08:50 AM	Cindy Blondin 8/2/2019 10:33:29 AM

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**Related Messages**

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
	Grant System	<a href="#">Grant Awarded 07110-PG-2019-Barre City-01 for the PG Testing</a>	6/20/2019 8:37:20 AM	Unread
	Grant System	<a href="#">Grant Agreement Special Conditions Submitted 07110-PG-2019-Barre City-01</a>	6/20/2019 8:25:58 AM	Unread
	Grant System	<a href="#">Executed Grant Agreement 07110-PG-2019-Barre City-01 - Testing: Special Conditions Required</a>	6/19/2019 4:20:53 PM	Unread
	Grant System	<a href="#">Grant Agreement Accepted for 07110-PG-2019-Barre City-01 - Testing</a>	6/19/2019 2:59:18 PM	Unread
	Grant System	<a href="#">Grant Agreement Offer for 07110-PG-2019-Barre City-01 - Testing</a>	6/19/2019 2:46:49 PM	Unread

# Related Documents

- When in a related document you can navigate back to the Application by selecting the “Parent Information link”

Document Information: [PR-2019-1-Barre City-00014](#)  
Parent Information: [07110-PG-2019-Barre City-01](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VCDP Progress Report 2019	<a href="#">City of Barre</a>	Municipal/Authorizing Official	Progress Report In Progress	06/01/2019 - 09/30/2019 10/30/2019 11:59PM EST

# Uploads

- Uploads within the system are stored as links. Clicking the link will open the uploaded document in a new tab.

d) Attach a location map and site plans. \*

No file chosen  DELETE  Sent to DHCD  N/A

[145542-Waitsfield\\_Village\\_location\\_map.pdf](#)

e) For construction/rehabilitation projects, attach floor plans of the proposed building(s). \*

No file chosen  DELETE  Sent to DHCD  N/A

[145542-Farm\\_Stand\\_site\\_plan\\_floor\\_plans\\_facade\\_Maclay\\_Architects\\_2013-04-08.pdf](#)

f) You may also submit photographs. \*

No file chosen  DELETE  Sent to DHCD  N/A

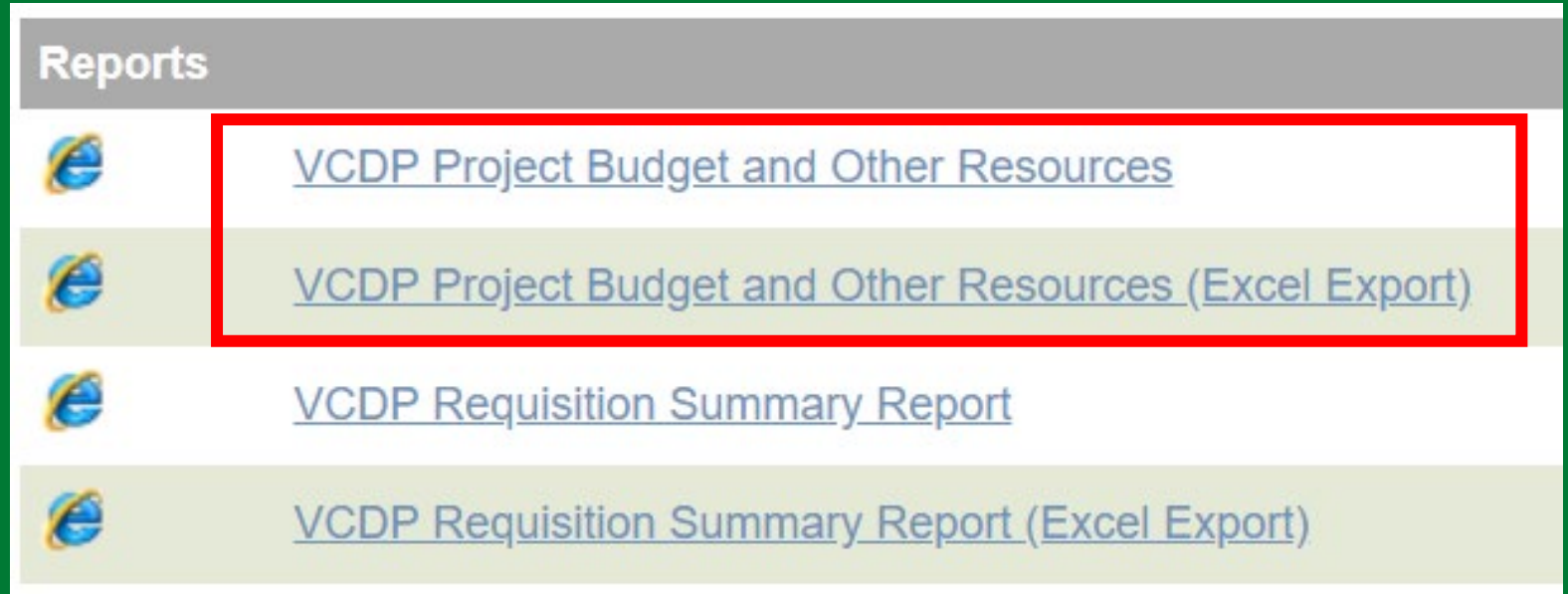
[145542-Farm\\_Stand\\_preliminary\\_facade\\_Maclay\\_Architects\\_2013-04-08.pdf](#)



# Project Budget Report

## Forms Menu of an Application

- Located at the bottom of the menu
- Aggregate of budget activity pages
- 1<sup>st</sup> link to view report on the screen
- 2<sup>nd</sup> link to review the report in excel



# Project Budget Report

## Shows

- All other resources entered for each activity as a whole
- All Activities and funding tied to that activity
- Program Area

### VCDP Project Budget and Other Resources

This used to be called "Budget Summary".

Export Results to  Results Per Page  Sort By

Number of Results 1

#### Results

Application Number	Municipality	Title
07110-IG-2021-Bristol-16	Town of Bristol	Project Budget and Other Resources
1		

Other Resources	Funding Source	Type	Amount	Status
Bank Financing (BANK)	Private	Loan	\$300,000	Pending
Efficiency Vermont (EVT)	Private	Equity	\$54,000	Pending
HOME Investments Partnerships (HOME)	Federal	Deferred Loan	\$520,000	Committed
Low Income Housing Tax Credit (LIHTC)	Private	Equity	\$4,065,500	Pending
Vermont Housing & Conservation Board (VHCB)	State/Local	Deferred Loan	\$1,100,000	Committed





Activity	Program Area	Code	VCDP Amount	HOME	VHCB	LIHTC	EVT	BANK	Total Activity Costs
Acquisition - Real Property	Housing	3001	\$360,000		\$8,150				\$368,150
Program Management	Housing	3013	\$175,000	\$169,345	\$477,205	\$223,250		\$226,002	\$1,270,802
New Construction	Housing	3021	\$0	\$350,655	\$614,645	\$3,839,250	\$54,000	\$73,998	\$4,932,548
General Administration	Housing	5013	\$0			\$3,000			\$3,000
Total Costs			\$535,000	\$520,000	\$1,100,000	\$4,065,500	\$54,000	\$300,000	\$6,574,500
Percentage of Total			8%	8%	17%	62%	1%	5%	



# Requisition Summary Report

## Forms Menu of an Application

- Located at the bottom of the menu
- Aggregate of all requisitions
- 1<sup>st</sup> link to view report on the screen
- 2<sup>nd</sup> link to review the report in excel

Reports	
	<a href="#">VCDP Project Budget and Other Resources</a>
	<a href="#">VCDP Project Budget and Other Resources (Excel Export)</a>
	<a href="#">VCDP Requisition Summary Report</a>
	<a href="#">VCDP Requisition Summary Report (Excel Export)</a>

# Requisition Summary Report

- To select ALL of the requisitions on the list click on the top Req then click CTRL+A (or Shift+last req) all will highlight
- To select ONE Req click CTRL+click on the requisition
- Then select Execute

The screenshot shows the 'Requisition Summary Report' interface. At the top right, there are 'EXECUTE' and 'CLEAR' buttons. Below the title, there is a 'Back' link and a 'Show Help' button. A dropdown menu for 'Requisitions' is highlighted with a red box, showing four options: 'REQ-2012-Waitsfield-00378', 'REQ-2012-Waitsfield-00393', 'REQ-2012-Waitsfield-00400', and 'REQ-2012-Waitsfield-00426'. Below this, there are controls for 'Export Results to' (Screen), 'Results Per Page' (20), and 'Sort By' (ASCENDING). The 'Number of Results' is 1. The 'Result' table has the following data:

Application Number	Municipality	Title	Award Date	Completion Date	CD Specialist
DR-IG-2012-Waitsfield-00024	Town of Waitsfield	Requisition Summary Report			Joe Le Clair

Below the table, there are summary rows for 'Total Budgeted', 'Total Requisitions', and 'Total Balance Remaining' (\$0.00). At the bottom, there is a table with columns for 'Source', 'Amount', 'Expended', and 'Balance'.

# Requisition Summary Report

## Shows

- all of the requisitions for the grant selected when running the report
- Requests for funding by activity and balance
- Date submitted
- Date funds were drawn

ObjectIdentifier	Code	Program Area	Activity	VDCP Budget Amount	Total Requested Amount	Balance	Date Submitted	Date Drawn
REQ-2012-Waitsfield-00378	1021	Public_Facilities	New Construction	\$868,700.00	\$56,982.00	\$811,718.00		
REQ-2012-Waitsfield-00378	IG	Public_Facilities	Program Delivery	\$30,000.00	\$152.00	\$29,848.00		
REQ-2012-Waitsfield-00378 Total				\$898,700.00	\$57,134.00	\$841,566.00	1/6/2016 2:26:54 PM	1/19/2016 11:50:45 AM
REQ-2012-Waitsfield-00393	1021	Public_Facilities	New Construction	\$868,700.00	\$49,543.00	\$762,175.00		
REQ-2012-Waitsfield-00393	IG	Public_Facilities	Program Delivery	\$30,000.00	\$7,513.00	\$22,335.00		
REQ-2012-Waitsfield-00393 Total				\$898,700.00	\$57,056.00	\$784,510.00	2/9/2016 3:11:31 PM	2/12/2016 3:46:41 PM
REQ-2012-Waitsfield-00400	1021	Public_Facilities	New Construction	\$868,700.00	\$93,169.00	\$669,006.00		
REQ-2012-Waitsfield-00400	IG	Public_Facilities	Program Delivery	\$30,000.00	\$0.00	\$22,335.00		
REQ-2012-Waitsfield-00400 Total				\$898,700.00	\$93,169.00	\$691,341.00	2/29/2016 3:22:11 PM	3/17/2016 8:30:04 AM
REQ-2012-Waitsfield-00426	1021	Public_Facilities	New Construction	\$868,700.00	\$133,688.00	\$535,318.00		
REQ-2012-Waitsfield-00426	IG	Public_Facilities	Program Delivery	\$30,000.00	\$8,571.00	\$13,764.00		
REQ-2012-Waitsfield-00426 Total				\$898,700.00	\$142,259.00	\$549,082.00	5/2/2016 4:27:00 PM	5/16/2016 3:17:40 PM
REQ-2012-Waitsfield-00433	1021	Public_Facilities	New Construction	\$868,700.00	\$195,114.00	\$340,204.00		
REQ-2012-Waitsfield-00433	IG	Public_Facilities	Program Delivery	\$30,000.00	\$1,113.00	\$12,651.00		
REQ-2012-Waitsfield-00433 Total				\$898,700.00	\$196,227.00	\$352,855.00	5/25/2016 4:18:14 PM	6/1/2016 2:38:25 PM

# Tips

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- ❖ **Email from Town to VCDP staff should include –**
  - ✓ name(s) of individual(s) needing access
  - ✓ role each individual needs
  - ✓ object identifier
- ❖ **Locked out of your account wait 20 minutes and try again**
- ❖ **Upload limit is 30 MB per upload**
- ❖ **Save often the system will timeout**
- ❖ **Don't use the back button in the browser, use the back button the top of the page**

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Document Information: [07110-IG-2018-Winooski City-02](#)

[Details](#)

### APPLICATION SNAPSHOT

Application Progress:

You have completed 100% of your application.

Applicant Municipality: City of Winooski

Application/Grant Status: Grant Awarded

Municipal Authorizing Official: Katherine Decarreau

Contact Person: J. Ladd

Project Title: Barre Housing Rehab Project

VCDP Funds: \$510,000.00

Total Other Resources: \$225,000.00

Board Meeting: 11/01/2018

# Questions

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**Thank You**

**Contact:**

**Cindy Blondin**

**[Cindy.Blondin@vermont.gov](mailto:Cindy.Blondin@vermont.gov)**

**Phone : 802-828-5219**

