

Vermont Community Development Program

Section III: Managing the Grant & Closing out the Grant

Documenting Benefit, Progress Reports, Final Program Reports & Closeout Walk-Through

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

Learning Objective

- By the end of this session, you will be able to:
 - Document and report benefit
 - Successfully complete and submit Progress & Final Program Reports
 - Close-out your grant

NOTE:

- CD Specialists reviews regular Progress Reports
- Grants Management Staff review Final Program Reports



Progress Report Due Dates

- Due biannually, sometimes quarterly
- Award Letter – Award Condition #1
 - First report due roughly six (6) months after Award Date
- Grant Agreement Attachment B – Payment Provisions and Project Budget – 2. Reporting Requirements

PAYMENT PROVISIONS AND PROJECT BUDGET

1. Payment Requisitions

The Agency will process requisitions on or about the first and fifteenth of the month. The Grantee must submit requisitions a minimum of seven (7) business days prior to processing.

The Grantee shall submit requisition requests through the GEARS System along with adequate source documentation such as: invoices paid, canceled checks and timesheets. For reimbursement for Grantee's or Subgrantee's personnel, the supporting documentation must detail the expenditures by identifying the personnel, the time worked, the rate being charged per each respective individual, and a description of the work that was performed. For any other costs that are billed directly to Grantee or Subgrantee, Grantee shall identify the expenditures and attach copies of supporting invoices.

2. Reporting Requirements

The Grantee shall submit Progress and Financial Reports through the GEARS System biannually to the Agency detailing the status of the Grantee's or Subgrantee's work and the status of the Project, and in particular the activities described in Attachment A. The First Reporting period shall end **December 31, 2022** and the report shall be due no later than **January 30, 2023**. The Second Reporting period shall end **June 30, 2023**. All subsequent biannual reports shall be due no later than thirty (30) days following the end of the reporting period.

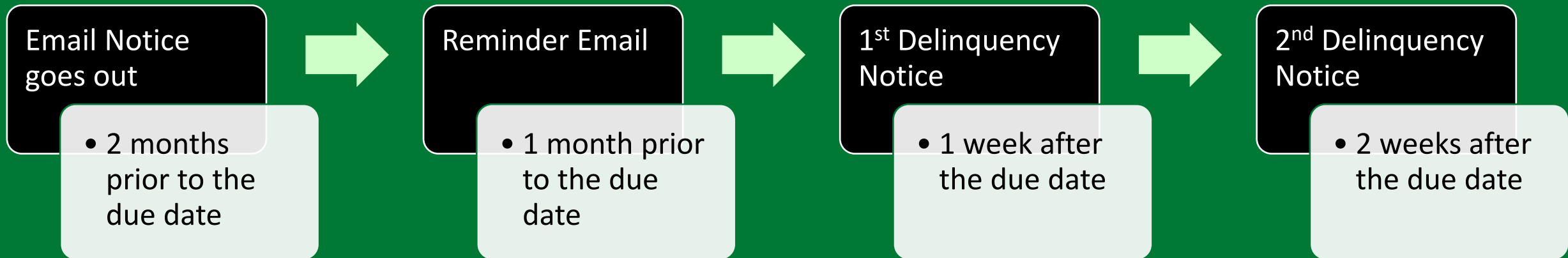
The Grantee shall develop an overall financial management system sufficient to demonstrate the tracking of all expenditures and receipts.



Progress Report Due Dates

The following GEARS systems roles receive email notifications:

- Municipal/Authorizing Official's (MAO)
- Administrators
- Administrator/Financial Officer



Finding Progress Report

- Parent Document Information



- Related Documents & Messages blue hyper link

- “My Tasks” look for PR-Year-Town-000##

The screenshot displays a web application interface with a navigation menu at the top: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages (circled in red). Below the menu, there is a 'Back' button and a 'Document Information' section for '07110 -AM-2019-Brattleboro-0'. A 'Details' link is visible. The 'APPLICATION SNAPSHOT' section shows 'Application Progress: You have completed 100% of your application.' and lists 'Applicant Municipality: Town of Brattleboro', 'Municipal Authorizing Official: Patrick Moreland', and 'Contact Person: John O'Connor'. A 'Related Documents and Messages' panel on the right contains a table with the following entries:

Name
PR-2019-1-Brattleboro-00015 Certificate of Program Completion Issued
PR-2019-2-Brattleboro-00023 Progress Report Approved
PR-2019-3-Brattleboro-00024 Progress Report Correction

Below the table, the 'Related Messages' section states: 'There are no available related messages at this time.'

Finding Progress Report

- Make sure you are on PROGRESS REPORT Snapshot page
- Click “Details” to see Reporting Period
 - Dates you are reporting on
- Navigate like regular application
 - Forms Menu



Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [PR-2022-1-Barre City-00001](#)
Parent Information: [07110 -AM-2022-Barre City-01](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VCDP Progress Report 2022	City of Barre	CD Specialist	Progress Report In Progress	01/01/2022 - 06/30/2022 10/01/2022 11:59PM EST

PROGRESS REPORT SNAPSHOT

Project Title: Test 2022

Progress Report Status: Progress Report In Progress

Prepared By:

Completion Date:

Due Date: Oct 1 2022 11:59PM

Finding Progress Report

- Forms Menu for Progress Report
- Must fill out all pages
- More pages will appear for Final Program Report (FPR)

VCDP Progress Report 2019 Menu - Forms

Please complete all required forms below.

Document Information: [PR-2019-2-Brattleboro-00023](#)

Parent Information: [07110-AM-2019-Brattleboro-01](#)

[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Internal Notes				
	Internal Notes Report			
Progress Report				
	Progress Report		Mrs. Cindy Blondin 8/2/2019 11:31:20 AM	
	Budget Progress (4)			
	Program Income		Ms. Kim Ellison 8/2/2019 11:39:44 AM	
	Lump Sum Agreement		Ms. Kim Ellison 8/2/2019 11:40:01 AM	
	Contractor and Sub-Contractor Information		Ms. Kim Ellison 8/2/2019 11:40:18 AM	
	New Hires and Section 3 Data		Ms. Kim Ellison 8/2/2019 11:40:37 AM	Ms. Kim Ellison 8/2/2019 11:40:57 AM
	Beneficiaries by Activity - Race, Ethnicity & Income		Mrs. Cindy Blondin 8/2/2019 11:31:20 AM	Ms. Kim Ellison 8/2/2019 11:41:57 AM
	Beneficiaries by Activity - Units, Jobs & Persons Served		Mrs. Cindy Blondin 8/2/2019 11:31:20 AM	Ms. Kim Ellison 8/2/2019 11:42:42 AM
	Program Area Selection		Ms. Kim Ellison 8/2/2019 11:34:49 AM	
	Project Narrative		Ms. Kim Ellison 8/2/2019 11:43:15 AM	Ms. Kim Ellison 8/2/2019 11:43:39 AM
Public Facilities				
	Performance Measures - Public Facility Project		Mrs. Cindy Blondin 8/2/2019 11:31:20 AM	Ms. Kim Ellison 8/2/2019 11:48:11 AM
	Performance Measures - Brownfield Project - Public Facilities			
Public Services				
	Performance Measures - Public Service Project		Ms. Kim Ellison 8/2/2019 11:46:12 AM	
Miscellaneous				
	Miscellaneous Information			



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Program Area Selection Page

PROGRAM AREA SELECTION

If your project is ready to close and this is your final report select the Final Program Report button and save the page. Saving the page prompts the Final Program Report forms to appear. Continue on with the forms as they relate to your project. Please note that if this is the final report, information on the final public hearing will be required. Your hearing must be published at least 15 days prior to the date it's held, not counting the day it is published.

If your project is not ready to close save the page and continue on with the Progress Report forms as they relate to your project.

Has the Grant Agreement for this grant been executed? Yes No



Program Area Selection Page

- “Yes” Grant Agreement has been executed
- Select the Program Area(s) for your project
- Last Progress Report? Check Final Program Report

Has the Grant Agreement for this grant been executed? Yes No

For Planning Grants:

Planning Grant

For Implementation, Accessibility & Scattered Sites Grants:

Select Program Area(s)

Economic Development

Housing

Public Facilities

Public Services

Program Report

Final Program Report



Narrative Page

- READ DIRECTIONS
- Complete project update including:
 1. Current Project Status
 2. Project Timeline
 3. Requisition Status & Timeline
- Certify Page - Don't forget to Save

PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS SPELL-CHECK

PROJECT NARRATIVE

Describe the status of the project and address:

1. How far along the project is;
2. If it is on or behind schedule, if behind schedule why and when it will be brought back on schedule or what the new timeline is;
3. When you will requisition VCDP funds, if you haven't already;
4. Project highlights; and
5. Any other information to share.

For Housing Rehabilitation Projects indicate:

- The number of units that have had loan/grant closings;
- The number of units not yet under construction;
- The total number of units under construction;
- The total number of units completed; and
- The total number of people that applied for loan/unit.

For Economic Development Projects indicate:

- How many people applied for the jobs;
- How many jobs have been filled; and
- When the remaining jobs to be filled are anticipated to be filled.

Upload additional supporting materials if necessary in the below Browse field.

Project Narrative:

0 of 1500

No file chosen

Does this project's Environmental Release have conditions that need to be met? If yes, please describe the status of each outstanding condition. If no, enter N/A.

0 of 1500

Timeline/Forecast for Requisitioning:

No file chosen

Certifications by the Chief Executive Officer or Designee:

- To the best of my knowledge and belief, the information in this report is true and correct as of the date of the report.
- The records as required by the agency are being maintained and will be made available upon request.

Progress Report Page

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Document Information: [PR-2021-1-Winooski City-00002](#)

Parent Information: [07110-IG-2021-Winooski City-01](#)

 [Details](#)

You are here: > [VCDP Progress Report 2021 Menu](#) > [Forms Menu](#) > Progress Report

PROGRESS REPORT

The grant execution and completion dates will automatically populate after the page has been saved.

Report Prepared by

  *

Execution Date

6/22/2021

Completion Date

3/12/2021

Amended Completion Date

Months Elapsed since Grant Agreement Execution

Has someone, who is currently on staff, from the municipality attended an approved VCDP Fair Housing Training within the past three years? Yes No

If yes, who? This information can be found and verified on Organization(s) - Organization Details - **Municipal Policies,**

Plans, and Insurance - VCDP page.

If no, please check our website for upcoming Fair Housing Trainings at <http://accd.vermont.gov/housing/events>.

By completing the progress report you hereby certify that the information contained herein is true and accurate to the best of your knowledge. You understand that any false statements may be punishable under the law.



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Budget Progress Page

- All activities from the budget in GEARS and Attachment B will populate the Progress Report for reporting

Document Information: [PR-2021-1-Winooski City-00002](#)
Parent Information: [07110-IG-2021-Winooski City-01](#)
Details

You are here: > [VCDP Progress Report 2021 Menu](#) > [Forms Menu](#) > Progress Report

BUDGET PROGRESS

Complete the information requested for each budget activity in the Activity drop down list. Only if not include obligated dollars, and round to the nearest dollar. Save the page before moving onto

Activity

VCDP Funds Budgeted \$50,000

(A red arrow points from the text in the first bullet point to the dropdown menu.)

- Economic_Development: IG-Business Assistance Grants
- Economic_Development: IG-General Administration
- Housing: IG-HomeShare
- Housing: IG-Program Management
- Public_Facilities: IG-Demolition - Clearance
- Public_Facilities: IG-Transitional Housing Created
- Public_Services: IG-Transitional Housing Created

Budget Progress Page

- Previously reported data will automatically populate (once the page is saved)
- Enter VCDP & Other Resources Expended FOR EACH ACTIVITY
 - **Expended = \$ You have Spent**
- Enter VCDP & Other Resources Drawn FOR EACH ACTIVITY
 - Amount entered should be consistent with what's been reported in the requisitions

You are here: > [VCDP Progress Report 2021 Menu](#) > [Forms Menu](#) > Progress Report

Economic_Development: IG-Business Assistance Grants

BUDGET PROGRESS

Complete the information requested for each budget activity in the Activity drop down list. Only include funds expended (whether requisitioned or not), do not include obligated dollars, and round to the nearest dollar. Save the page before moving onto another activity.

Activity Economic_Development: IG-Business Assistance Grants

VCDP Funds Budgeted \$50,000

Other Resources Budgeted \$21,000

	VCDP Funds Expended	Other Resources Expended	VCDP Funds Drawn	Other Resources Drawn
This Period	<input type="text" value="\$40,000"/> *	<input type="text" value="\$0"/> *	<input type="text" value="\$0"/> *	<input type="text" value="\$0"/> *
Previous Period(s)	\$0	\$0	\$0	\$0
Correction	<input type="text"/>	<input type="text"/>		
Total To Date	\$40,000	\$0	\$0	\$0
Total Expended To Date	\$40,000			
Total Drawn To Date		\$0		
Percent Expended				
VCDP Funds Expended	80.00%			
Other Resources Expended		0.00%		

Program Income Page

- Is program income part of your grant agreement?
 - Attachment A – Definitions
- If YES – complete the page whether program income has been received or not
- For a Scattered Site RLF Project – only report on the activity and funds generated for that specific grant agreement
- If NO – select NA



Lump Sum Agreement Page

- This page only applies to Housing Rehabilitation Loan Fund projects that plan to utilize the Lump Sum Agreement option.
- If YES – the page must be completed
- If NO – select NA

Contractor/Sub-Contractor Information Page

- If Davis Bacon applies, all contracts and subcontracts over \$2,000 need to be reported for the reporting period
 - Attachment D – Other Provisions (CDBG Standard Provisions), recently started adding to Attachment A – Scope of Work and Special Conditions as well
- If Davis Bacon doesn't apply, report all contracts and subcontracts over \$10,000
- Enter contracts executed during the reporting period, don't duplicate in another report



Contractor/Sub-Contractor Information Page

- Enter contracts executed during the reporting period, don't duplicate in another report
- Use gray "Add" button at top of page to add new page for additional contracts

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

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Document Information: [PR-2021-1-Barre City-00001](#)
Parent Information: [07110 -AM-2021-Barre City-02](#)

Contractor/ Sub-Contractor Information:

Name *

Address *

City/Town *

State *

Zip *

Note: Either the Prime/General Contractor ID Number or the Sub-Contractor ID Number must be filled out for each contractor.

Prime/General Contractor ID Number

Sub-Contractor ID Number

Section 3 Yes No *

If yes, DHCD encourages the business to register with HUD's Section 3 Business Registry.

Contract Amount *

Contract Execution Date

Contract End Date

Prime Contractor Notice to Proceed Date

Prime Contractor Bid Opening Date

Does Davis Bacon apply to your project? Yes No *

Davis Bacon Decision # (Format = VT + 2 digit year + 4 digit number, ex: VT191234)

Trade Code *

Business Ethnic Code *

Woman owned business Yes No *



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When is Davis-Bacon “Triggered”?

- Federal labor standards provisions apply to construction work financed in whole or in part with CDBG funds of more than \$2,000.
- If CDBG funds are used to finance only a portion of the construction work, labor standards are applicable to the entire construction work.
- Construction work on housing residential property’s that contain up to 7 units are exempt.
- For more information on Davis Bacon contact our Grants Management Specialist – Juliann Sherman (Juliann.Sherman@Vermont.gov)



Section 3 – 24 CFR 75

What is it?

The purpose of **Section 3** is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is **directed to local low- and very low-income persons**, particularly those who receive federal housing assistance, and **businesses that are owned by or substantially employ such persons.**



Section 3 – 24 CFR 75

When does it apply?

Section 3 projects are housing rehabilitation, housing construction, and other public facilities construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of **\$200,000**.

The threshold is **\$100,000** where the assistance is from the Lead Hazard Control and Healthy Homes programs.



Section 3 – 24 CFR 75

How do I comply?

Section 3 reporting requirements changed as of July 1, 2021

1. Be sure to include Section 3 clause in all bid documents and contracts.
2. Post project RFP on HUD's Section 3 Opportunity Portal seeking for Section 3 businesses to apply
3. All contractors shall complete Section 3 Business Certification once contracted
 - Pledging to make best effort to provide employment and training opportunities



Section 3 – 24 CFR 75

Outreach

FOR EMPLOYMENT and TRAINING

- Provide information about Section 3 training opportunities to potential Section 3 workers and Targeted Section 3 workers
- Work with the Vermont Dept. of Labor to identify potential Section 3 workers

FOR CONTRACTING

- Adding Section 3 language to all RFPs, procurement documents, bid offerings, and contracts.
- Inform Section 3 Businesses of upcoming contracting opportunities
- Coordinating with the Vermont Dept of Economic Development and other business assistance agencies.



Beneficiary by Activity – Race, Ethnicity, & Income

- For each Activity that has benefit that needs to be achieved enter the race, ethnicity and income for each beneficiary that benefited during the reporting period
 - Attachment A – in Section D National Objective
 - Does the Beneficiaries total and Income totals agree?

Activity: _____
 County Code: _____
 Census Tract Number: _____

Race	BENEFICIARIES			HISPANIC/LATINO		
	Previously Reported	This Period	To Date	Previously Reported	This Period	To Date
White		<input type="text"/>	0		<input type="text"/>	0
Black / African American		<input type="text"/>	0		<input type="text"/>	0
Asian		<input type="text"/>	0		<input type="text"/>	0
Native Hawaiian / Other Pacific Islander		<input type="text"/>	0		<input type="text"/>	0
American Indian / Alaskan Native		<input type="text"/>	0		<input type="text"/>	0
American Indian / Alaskan Native and White		<input type="text"/>	0		<input type="text"/>	0
American Indian/Alaskan Native and Black/African American		<input type="text"/>	0		<input type="text"/>	0
Asian and White		<input type="text"/>	0		<input type="text"/>	0
Black / African American and White		<input type="text"/>	0		<input type="text"/>	0
Other Multi-Racial		<input type="text"/>	0		<input type="text"/>	0
Total	0	0	0	0	0	0

Other	Previously Reported	This Period	To Date
Over the Age of 62		<input type="text"/>	0
Female Head of Household		<input type="text"/>	0
Handicapped/Disabled		<input type="text"/>	0

Income	Previously Reported	This Period	To Date
30% of Median		<input type="text"/>	0
50% of Median		<input type="text"/>	0
80% of Median		<input type="text"/>	0
Over 80% of Median		<input type="text"/>	0
Total	0	0	0
Total LMI	0	0	0
LMI Percentage	0%	0%	0%

Race, Ethnicity, & Income Tracking Example

Name	Ethnicity	Latino	Assets	Verification of Assets	Tenent				Birthday	Age	Disabled	Female HH
					30%	50%	80%	>80%				
1 B, L (+5)	Black/African Amer	0	\$54,456	Pay stub, employment contract,		1			5/8/1979	40	0	1
2 C, J	White	0	\$26,292.00	SSI			1		4/23/1954	65	1	0
3 J K&M	White	0	\$48,647.00	pay stub				1	4/3/1984	35	0	0
4 LH	White	0	\$29,660.00	pay stub			1		9/12/1985	34	0	1
5 SD	White	0	\$32,604.00	pay stub		1			7/20/1994	25	0	0
6 WM	White	0	\$75,796.00	Retirement, paystub				1	6/6/1950	69	0	1
7 YJ	White	0	\$37,748.00	W2			1		9/21/1984	35	0	1
					0	2	3	2		2	1	4



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Beneficiary by Activity – Units, Jobs, & Persons Served

- For each Activity that has benefit that needs to be achieved – enter the Units, Jobs & Person’s Served that benefited during the reporting period
 - Attachment A – in Section D National Objective

<input type="radio"/> Housing Activities	Proposed	Previously Reported	This Period	To Date
Number of Units			<input type="text"/>	0
Number of Households			<input type="text"/>	0
Number of Low or Moderate Income Households			<input type="text"/>	0
Number of Persons (in household)			<input type="text"/>	0
Number of Low or Moderate Income Persons (in household)			<input type="text"/>	0

<input type="radio"/> Economic Development Activities	Proposed	Previously Reported	This Period	To Date
Number of Businesses Assisted			<input type="text"/>	0
Number of Jobs			<input type="text"/>	0
Number of Low or Moderate Income Jobs			<input type="text"/>	0

<input type="radio"/> Public Facilities Activities	Proposed	Previously Reported	This Period	To Date
Number of Project(s)/Center(s) Assisted			<input type="text"/>	0
Number of Persons Served			<input type="text"/>	0
Number of Low or Moderate Income Persons Served			<input type="text"/>	0

<input type="radio"/> Public Services Activities	Proposed	Previously Reported	This Period	To Date
Number of Persons Served			<input type="text"/>	0
Number of Low or Moderate Income Persons Served			<input type="text"/>	0

<input type="radio"/> Other: Acquisition or Clearance Activities	Proposed	Previously Reported	This Period	To Date
Number of Structure(s)/Parcel(s) Assisted			<input type="text"/>	0

<input type="radio"/> Other: Planning Activities	Proposed	Previously Reported	This Period	To Date
Number of Project(s)			<input type="text"/>	0

<input type="radio"/> Other: Water, Sewer, Flood/Drainage, or Streets Activities	Proposed	Previously Reported	This Period	To Date
Feet of Public Utilities			<input type="text"/>	0
Number of Persons Served			<input type="text"/>	0
Number of Low or Moderate Income Persons Served			<input type="text"/>	0



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Performance Measures - Page

- Performance Measures - is project specific information required by HUD based on program area:
 - Housing
 - Economic Development
 - Public Facility
 - Public Service that needs to be reported
- Not required for Planning Grants
- Performance Measures pages are available after selecting the Program Area on the Program Area Selection Page



Performance Measures – Housing Project Page

Please complete the required fields below:

* Rental Units Created Rental Units Rehabilitated Owner Occupied Units Created Owner Occupied Units Rehabilitated

RENTAL UNITS

Housing Measures	CREATED			REHABBED		
	Proposed	Previously Reported	This Period	Proposed	Previously Reported	This Period
1. Number of affordable units *			<input type="text"/>			<input type="text"/>
2. Number of years affordability guaranteed *			<input type="text"/>			<input type="text"/>
3. Number of market rate units *			<input type="text"/>			<input type="text"/>
4. Number of units subsidized with project-based rental assistance (federal, state, or local) *			<input type="text"/>			<input type="text"/>
5. Number of units Section 504* accessible (includes adaptable units) *			<input type="text"/>			<input type="text"/>
6. Number of units occupied by elderly (62 years of age or older) *			<input type="text"/>			<input type="text"/>
7. Number of units brought from substandard to standard condition (Section 8 HQS) *			<input type="text"/>			<input type="text"/>
8. Number of units created through conversion of nonresidential building *			<input type="text"/>			<input type="text"/>

OWNER OCCUPIED UNITS

Housing Measures	CREATED			REHABBED		
	Proposed	Previously Reported	This Period	Proposed	Previously Reported	This Period
1. Number of affordable units *			<input type="text"/>			<input type="text"/>
2. Number of years affordability guaranteed *			<input type="text"/>			<input type="text"/>
3. Number of units Section 504* accessible (includes adaptable units) *			<input type="text"/>			<input type="text"/>
4. Number of units occupied by elderly (62 years of age or older) *			<input type="text"/>			<input type="text"/>
5. Number of units brought from substandard to standard condition (Section 8 HQS) *			<input type="text"/>			<input type="text"/>
6. Number of units created through conversion of nonresidential building to residential *			<input type="text"/>			<input type="text"/>
7. Number of units qualified as Energy Star** *			<input type="text"/>			<input type="text"/>
8. Number of units with appropriate wiring for broadband access *			<input type="text"/>			<input type="text"/>
Compliance with Lead Safe Housing rule (24 CFR Part 35)						



Performance Measures – Public Facility Project Page

PERFORMANCE MEASURES - PUBLIC FACILITY PROJECT

Please fill out the “This Period” column for the information requested below as it pertains to your project, the other fields will populate based on information in the application and what was previously reported in prior progress report(s). The “Proposed” column pulls the information that was entered on the Performance Measures – Public Facility Project page in the application. The “Previously Reported” column will pull and calculate the total previously reported from all prior progress reports. The “To Date” Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
Public infrastructure & facility needs, including removal of access barriers to public buildings				
1. Number of persons assisted with new access to a facility or infrastructure			<input type="text"/>	
2. Number of persons assisted with improved access to a facility or infrastructure			<input type="text"/>	
3. Number of persons assisted where facility or infrastructure that is no longer substandard			<input type="text"/>	



Performance Measures – Public Service Project Page

PERFORMANCE MEASURES - PUBLIC SERVICE PROJECT

Please fill out the “This Period” column for the information requested below as it pertains to your project, the other fields will populate in the application and what was previously reported in prior progress report(s). The “Proposed” column pulls the information that was entered on the Performance Measures – Public Service Project page in the application. The “Previously Reported” column will pull and calculate the total previously reported in all prior progress reports. The “To Date” Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of persons with new access to service			<input type="text"/>	
2. Number of persons with improved access to service			<input type="text"/>	
3. Number of persons with service that is no longer substandard			<input type="text"/>	



Performance Measures – Economic Development Project Page

PERFORMANCE MEASURES - ECONOMIC DEVELOPMENT PROJECT

Please fill out the "This Period" column for the information requested below as it pertains to your project, the other fields will populate based on information reported in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the information that was entered on the Performance Measures – Economic Development Project page in the application. The "Previously Reported" column will pull and calculate the total previously reported from all prior progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of full-time jobs to be created (do not include part-time jobs) *			<input type="text"/>	
2. Number of full-time jobs to be retained (do not include part-time jobs) *			<input type="text"/>	
3. Number of full-time jobs to be created for low and moderate income persons (do not include part-time jobs) *			<input type="text"/>	
4. Number of full-time jobs to be retained for low and moderate income persons (do not include part-time jobs) *			<input type="text"/>	
5. Number of jobs created with employer sponsored health care *			<input type="text"/>	
6. Number of jobs retained with employer sponsored health care *			<input type="text"/>	
7. Number of businesses assisted with commercial facade treatment/building rehab *			<input type="text"/>	
8. Number of businesses assisted that provide goods/services to meet service area/local need *			<input type="text"/>	
9. Number of Persons Unemployed Prior to taking jobs created with this grant? *			<input type="text"/>	
10.a. Average number of hours worked by all part time employees per week during this reporting period *			<input type="text"/>	
To calculate the average number of hours worked per week divide the annual total of number of hours worked in this reporting period for all part-time employees by the number of weeks in this reporting period				
10.b. Average number of hours worked by all low and moderate income part time employees per week during this reporting period *			<input type="text"/>	
To calculate the average number of hours worked per week divide the annual total of number of hours worked in this reporting period for all low and moderate income part-time employees by the number of weeks in this reporting period				

CREATED Number *

	CREATED Number *
N/A	<input type="text"/>
1. Office & Managers	<input type="text"/>
2. Professional	<input type="text"/>
3. Technicians	<input type="text"/>
4. Sales	<input type="text"/>
5. Office & Clerical	<input type="text"/>
6. Craft Workers (skilled)	<input type="text"/>
7. Operatives (semi-skilled)	<input type="text"/>
8. Laborers (unskilled)	<input type="text"/>
9. Service Workers	<input type="text"/>

RETAINED Number *

*Each business supported by VCDP funds must provide its DUNS Number and Federal ID Number (Tax Identification Number - TIN). (Micro-Enterprise Revolving Loan Fund programs must report on each business supported.) To acquire a Data Universal Number System (DUNS) number call the toll free DUNS number request line at (866) 705-5711 or go online at Dun and Brad Street.

Each business supported by VCDP funds must register with the System for Award Management ("SAM") at www.sam.gov and provide evidence of said registration.

Name and complete address (city, state, zip) of Business Supported*	DUNS # 00-000-0000	Federal ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Upload SAM registration verification here. No file chosen

	Proposed	Previously Reported	This Period	To Date
Micro-Enterprise revolving Loan Funds Only				
11. Number of new businesses assisted *			<input type="text"/>	
12. Number of existing businesses assisted *			<input type="text"/>	
13. Number of existing businesses assisted - expanding *			<input type="text"/>	
14. Number of existing businesses assisted - relocating *			<input type="text"/>	
15. Number of businesses assisted with commercial facade treatment/building rehab *			<input type="text"/>	
16. Number of businesses assisted that provide goods/service area/local need *			<input type="text"/>	

Performance Measures – Brownfield Project Page

PERFORMANCE MEASURES - BROWNFIELD PROJECT - HOUSING

Please fill out the "This Period" column for the information requested below as it pertains to your project, the one in the application and what was previously reported in prior progress report(s). The "Proposed" column pulls the information from the Measures – Brownfield Project Housing page in the application. The "Previously Reported" column will pull information from all prior progress reports. The "To Date" Column will automatically calculate once the page is saved.

If the line item does not apply to the project just enter 0 for that line.

	Proposed	Previously Reported	This Period	To Date
1. Number of acres of brownfields remediated			<input type="text"/>	

Result of the project (i.e. housing, econ. development, public facility...)

0 of 500



Miscellaneous Information Page

- This is a page the grantee/administrator can use to upload any additional information pertinent to the report
 - Enter the name of the document and upload
Don't forget to Save!



Final Program Report?

- Has the project met benefit?
- Have all funds been requisitioned?
 - (Except for the final 10% of funds if a planning grant)
- Did you check the Final Program Report box on the Program Selection page?

Has the Grant Agreement for this grant been executed? Yes No

For Planning Grants:

Planning Grant

For Implementation, Accessibility & Scattered Sites Grants:

Select Program Area(s)

Economic Development

Housing

Public Facilities

Public Services

Program Report

Final Program Report



Final Program Report Pages

Final Program Report



[Notice of Program Completion](#)



[Final Public Hearing](#)



[Copy of Notice & Meeting Minutes](#)



[Work Product](#)



[Status of Grant Funds](#)



[Certification](#)

Completion



[Certificate of Program Completion](#)



Final Program Report – Notice of Completion Page

- Answer the pertinent questions
 - If No to any of them— a justification is required
- Upload photos and photo releases of the completed project.

NOTICE OF PROGRAM COMPLETION

Please respond to the following questions to determine if your project is ready to submit the final program report.

Has the following occurred?

• All VCDP funds are or will be liquidated within 30 days after the Completion Date?	<input type="radio"/> Yes <input type="radio"/> No
• All Other Resources as outlined in the Grant Agreement were received and expended?	<input type="radio"/> Yes <input type="radio"/> No
• All work, as outlined in the Environmental Review, required by the Notice of Release of Funds has been satisfactorily completed?	<input type="radio"/> Yes <input type="radio"/> No
• All work under the Grant Agreement has been satisfactorily completed?	<input type="radio"/> Yes <input type="radio"/> No
• The benefit under the Grant Agreement has been met?	<input type="radio"/> Yes <input type="radio"/> No

If you answered yes to the above items your project is ready to closeout and you may proceed with the final program report process and forms.

If you answered no to any of the above questions please explain why in the below text box.

0 of 500

Please upload photos of completed project.

The Grantee agrees that upon submission to the State the Grantee relinquishes all rights to ownership or control over the photographs and that all photographs become the sole property of the State of Vermont and may not be copyrighted or resold by the Grantee. The Grantee will exercise due care in creating or selecting content for photographs to ensure that such images do not violate the copyright, trademark, privacy or similar rights of others. To the extent the Grantee uses copyrighted materials in performance of work under this Grant the Grantee shall document and provide the State with the precise terms of the licensed use granted to the State by the owner of the copyright for future use of the copyrighted material. The Grantee shall not use any copyright protected material in the creation of photographs under this Grant Agreement that would require the payment of any fee for present or future use of the same by the State.

Model releases. The grantee will be responsible for obtaining appropriate signed model release forms when photographing people and minors. All forms must be reviewed and approved by the State prior to use. Signed model release forms must be filed with the State at the same time images are distributed.

Photo Description: No file chosen

Final Program Report – Final Public Hearing Page

- Complete the required information
 - Save Page
 - Select gray “Print Version” button and the Final Public Hearing required language template will open for you to save and submit to the local newspaper for publish
- Be sure the Notice meets the 15-day Public Notice requirement
 - If your project is a consortium, you may need to publish in multiple newspapers



Final Program Report – Copy of Notice & Meeting Minutes Page

- Enter the name of the newspaper the notice was published in & date notice was published
- Upload a copy of the tear sheet that includes the name of newspaper, date of paper, and notice
- Enter the date of the hearing, location, # of attendees and the hearing officer
- Upload a copy of the signed and dated hearing minutes



Final Program Report Hearing Notice Example

18 Rutland Daily Herald Marketplace Thursday, September 13, 2018

RUTLAND DAILY HERALD MARKETPLACE

802.747.6121 • www.rutlandherald.com

LEGALS • JOB MARKET • MERCHANDISE • PETS • AUCTIONS • REAL ESTATE • WHEELS • FOR SALE

2018 23' VINTAGE CRUISER

\$202/MO

ONE PIECE ROOF, VACUUM BONDED, MANY MADE MATERIALS, WILL NEVER ROT OR MILDEN, SLEEPS UP TO 5

2006 JAY FLIGHT 27' 5TH WHEEL

\$105/MO

ONE OWNER, EXCELLENT CONDITION, SLEEPS UP TO 7, FULL LENGTH AWNING

Brandon RV

New & Pre-Owned Inventory

4788 US-7 • Pittsford, VT 05753
802-483-9934
brandonrvvt.com
Find us on Facebook

ADVERTISING PRINT DEADLINES

Publication Deadline	Publication Deadline
Monday - No paper	Monday - Monday 10:00 a.m.
Tuesday - 4:30 p.m.	Tuesday - Monday 1:00 p.m.
Wednesday - 4:30 p.m.	Wednesday - Monday 1:00 p.m.
Thursday - 4:30 p.m.	Thursday - Monday 1:00 p.m.
Friday - 4:30 p.m.	Friday - Monday 1:00 p.m.
Saturday - 4:30 p.m.	Saturday - Monday 1:00 p.m.

JUST LISTED

Beautifully and very tastefully renovated 3 bedroom house on a lovely 1/2 acre lot. Granite kitchen of your choice with variety of choices, flowers and counter space and brand new stainless steel appliances. Spacious living room and formal dining room as well as a family room with attractive built-in woodwork, fireplace and new wash-dryer. Second floor has 2 family bedrooms with oak hardwood floors, full bath, new carpet and new full bath plus new to bath on first floor. Newer roof, most replacement windows, updated electrical, freshly painted exterior, and engaged hickory flooring and hardwood flooring. Great deck, shed and quiet street with small town living at its best. \$164,900.

PRICE JUST REDUCED - NOW \$129,900.

Convenient Rutland Town location close to City amenities but easy access to Killington and Placid. Why pay rent when you can own this nicely maintained state-of-the-art duplex and have your own place? This building has 2 bedrooms, unit with each having a spacious living room with picture window, gourmet kitchen with appliances, full bath, full basement space with washer/dryer hookup. Each unit has its own deck and yard space. All separate utilities, excellent occupancy history and rental ability of parking and wonderful current tenants. Building has been inspected and approved by the State Fire Marshall and is set for new owner. Call to set up a tour to see this listing today!

JEAN CHAMBERLAIN

402.236.5744
W-802.417.3416
jean.chamberlain@fourseasonsrr.com

FourSeasonsRR.com

85 North Main Street
Rutland, VT 05701
Each office is independently Owned and Operated

PROPOSED STATE RULES

By law, public notice of proposed rules must be given by publication in newspaper of record. The purpose of this notice is to give the public a chance to respond to the proposals. The public notices for administrative rules are available online at <http://rules.vermont.gov/SOS/rules> also available online at <http://www.sos.vermont.gov> also available online at <http://www.sos.vermont.gov>. The law requires an agency to hold a public hearing on a proposed rule, if requested to do so in writing by 25 persons or an association having at least 25 members.

To make special arrangements for individuals with disabilities or special needs please call or write the contact person listed below as soon as possible.

To obtain further information concerning any scheduled hearing(s), obtain copies of proposed rule(s) or submit comments regarding proposed rule(s), please call or write the contact person listed below. You may also submit comments to the Legislative Committee on Administrative Rules, c/o State House, Montpelier, Vermont 05602 (802) 226-2291.

Note: The six rules listed below have been promulgated by the Agency of Human Services who has requested the notice being published to facilitate a savings for the agency, when contract compliance with these rules please note the title and rule number of the rule(s) you are interested in.

- Health Benefit Eligibility and Enrollment Rule (HBE) - General Provisions and Definitions (Part 1) 18P043
- Health Benefit Eligibility and Enrollment Rule (HBE) - Eligibility Standards (Part 2) 18P044
- Health Benefit Eligibility and Enrollment Rule (HBE) - Nonfinancial Eligibility Requirements (Part 3) 18P045
- Health Benefit Eligibility and Enrollment Rule (HBE) - Special Rules of Medicaid Coverage of Long Term Care Services and Supports - Eligibility and Post Eligibility (Part 4) 18P046
- Health Benefit Eligibility and Enrollment Rule (HBE) - Financial Methodologies (Part 5) 18P047
- Health Benefit Eligibility and Enrollment Rule (HBE) - Eligibility and Enrollment Procedures (Part 7) 18P048

AGENCY: Agency of Human Services

CONCISE SUMMARY: Six proposed rulemakings (parts 1-6 & 7) were filed contemporaneously to amend the Health Benefits Eligibility and Enrollment (HBE) rules which were last amended January 1, 2017. Parts 6 and 7 are not being amended and are not included in these rulemakings. The proposed changes align HBE rules with federal and state guidance and law, provide clarification, and correct information. Substantive revisions include: increasing maximum time for processing health benefits applications from 60 to 45 days, lengthening from 30 to 45 days the time a Qualified Health Plan (QHP) enrollee who is not getting premium assistance has to request one-time reinstatement for termination due to non-payment of premiums, revising the appropriate circumstances triggering events for a QHP special enrollment period, and updating the effective dates for voluntary

STATE OF VERMONT

SUPERIOR COURT DISTRICT OF RUTLAND PROBATE COURT DOCKET NO. 400-6-16 PRP

IN RE THE ESTATE OF BRUCE DAVID LATE OF BIRCHSBURY, VT

ORDER AND NOTICE OF HEARING BY PUBLICATION

TO ALL INTERESTED PERSONS: KYLE H. DAVIS

Whereas, the following probate has been made to the Probate Court for the District of Rutland:

Appointment of Andrew H. Merrill as Special Administrator

Whereas, the court has assigned the 19th day of September, 2018 at the Probate Office in Rutland, Vermont at 10:00 o'clock in the forenoon, to hear and settle upon said probate and unless that notice thereof is given by publishing this notice for two weeks successively in The Rutland Herald, a newspaper circulating in Rutland, Vermont, service by publication to be completed at least 14 days prior to the day assigned for hearing.

Therefore, you are hereby notified to appear before said Court, at the time and place specified, to make objections if you have cause. This is the first action in this proceeding, if you wish to receive notice of all subsequent action you must formally enter your appearance with the Court.

Dated this 23rd day of August, 2018

J. Kevin P. Castle, Jr. Judge

Name of Newspaper: Rutland Herald
Publication Date: 9/13/18
Second Publication Date: 9/20/18

NOTICE OF TAX SALE

The real and personal contents, ten buildings and mortgages of property in the Town of Derry, in the County of Rutland and State of Vermont, will be sold at City Hall 1 Strong Avenue Rutland, VT on October 24th at 10 o'clock in the morning, either in whole or in part, pursuant to the following description:

- Being all and the same lands and premises conveyed to Michael Wales and Grace L. Wales by deed of Mary Jane Prout dated December 24, 2002 and recorded in Book 66 at Page 565 of the Town or County Land Records, and
- Being all and the same lands and premises conveyed to Michael Wales and Grace L. Wales by deed of Mary Jane Prout dated November 15, 2004 and recorded in Book 74 at Page 25 of the Town or County Land Records, [E-11] address: 1928 Derry 1 Hill Street, Rutland, VT

And pursuant to 32 V.S.A. Section 2454, so much of such property will be sold at public auction at the Derry Town Office, a public place located at 130 Brook Road in the Town of Derry, on the 15th day of October, 2018, at 10 o'clock in the morning, as shall be required to discharge such taxes with costs, unless previously paid.

Dated at Derry, Vermont this 13th day of September, 2018.
DOUGLAS WHITE, Collector of Derry Taxes

Final Public Hearing

The City of Rutland received \$200,000 from the State of Vermont for a grant under the Community Development Program. A Development Public Hearing will be held at City Hall 1 Strong Avenue Rutland, VT on October 24th at 10 o'clock in the morning. The purpose of this public hearing is to provide the public an opportunity to provide input on the community development activities that have been submitted under the program, and to give affected citizens the opportunity to examine a statement of the use of these funds.

The VCDF funds received have been used to accomplish the following: the City of Rutland received \$200,000 in VCDF funds for the project: 1 Strong Avenue, Rutland. Should you require any special accommodations, please contact Barbara Spaulding at 802-778-2143 to ensure appropriate accommodations are made. For the hearing information call (802) 778-4625-2653.

RUTLAND CITY BOARD OF ALDERMEN

NOTICE OF TAX SALE

The real and personal contents, ten buildings and mortgages of property in the Town of Derry, in the County of Rutland and State of Vermont, will be sold at City Hall 1 Strong Avenue Rutland, VT on October 24th at 10 o'clock in the morning, either in whole or in part, pursuant to the following description:

- Being the portion of lands in Derry conveyed to Leonard L. Brin, Jr. (Dec. 15, 1993) and Leon J. Brin by deed of Leonard L. Brin, Jr. (Dec. 15, 1993) and Leon J. Brin by deed of Leon J. Brin, Jr. (Dec. 15, 1993) and recorded in Book 20, 1000 to Book 17 at Page 276 of the Mount Tabor Land Records, excepting, however the portion of these lands and premises situated in the Town of St. Albans, Vermont, [E-11] address: land off Route 7, Parcel #202

And pursuant to 32 V.S.A. Section 2454, so much of such property will be sold at public auction at the Derry Town Office, a public place located at 130 Brook Road in the Town of Derry, on the 15th day of October, 2018, at 10 o'clock in the morning, as shall be required to discharge such taxes with costs, unless previously paid.

Dated at Derry, Vermont this 13th day of September, 2018.
DOUGLAS WHITE, Collector of Derry Taxes

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Dated at Derry, Vermont this 13th day of September, 2018.
DOUGLAS WHITE, Collector of Derry Taxes

SELLING A HOUSE??

Call 802-747-6121

2018

PROPERTY MANAGER
BOTTLE REDEMPTION don't get the best 2 to 3 days early. Must be available in person at Carter stand service.

PHONE HOUSING in exchange for services including creating an advertising plan for your business. Call 802-747-6121

• Name of Newspaper

• Date of Publication

• Hearing Notice – with all required information

Final Program Report Meeting Minutes Example

**CITY OF RUTLAND, VERMONT
PUBLIC HEARING
OCTOBER 1, 2018**

6:45 PM PUBLIC MEETING; HICKORY STREET, PHASE III

Members present; President Davis, Aldermen Notte, Etori, Mattis, Tommola, Clifford, Gillam, *DePoy and Whitcomb. Aldermen Humphrey was absent. Alderman DePoy arrived late. Also present Barbara Spaulding from the RRA, Kevin Loso from the Housing Authority and City Clerk Henry Heck.

President Davis called the public hearing to order at 6:45 PM.

President Davis stated that the meeting was for public input and asked Barbara Spaulding of the RRA to speak on the request. Mrs. Spaulding noted that this hearing was part of the required closeout document from the 2016 VCDP grant awarded for this Phase III project. Mrs. Spaulding noted the approved \$200,000 grant with a total project cost of \$6.6 million and also noted all grant filing had been made. Mrs. Spaulding then introduced Kevin Loso the director of the Housing Authority. Mr. Loso gave a brief history of the project and noted several specs on availability and renter profiles. Mr. Loso thanked all those who participated in the project and especially the City and Mayoral support throughout the project. Mr. Loso noted a date for the grand opening and stated invitations would be sent out soon.

With no other input or questions for the panel, a motion was made and seconded (Etori, Whitcomb) to close the public meeting. **Motion passed.**

The public hearing adjourned at 6:52 PM.

Respectfully Submitted,


Henry A. Heck
Rutland City Clerk

Final Program Report – Work Product Page

- Only Planning Grants need to upload their Work Products
 - Outlined in Attachment A – Activity Description – Planning (#6012)
- If your project required flood insurance documentation, it needs to be uploaded to this page
 - Also outlined in Attachment A if needed



Final Program Report – Status of Grant Funds

- Total Amount Requisitioned to date
- Grant Funds reserved or obligated for
 - Current Requisition in process (if any)
 - Closeout expenses (estimate)
 - Audit expenses (estimate)
- All unobligated funds will be returned to the agency or deallocated from the project
- Grantee needs to complete how much was reported on the communities Subrecipient Annual Report (SAR) for each Fiscal Year of the grant

STATUS OF GRANT FUNDS & EXPENDITURE REPORTING

The Status of Grant Funds chart below should be completed for VCDP grant funds only.

Each year municipalities must complete the State Subrecipient Annual Report (SAR)/Single Audit for federal funds expended during that year. Please report below the federal expenditure amounts from this grant for each Fiscal Year the funds were expended in and reported on the municipality's SAR/Single Audit for that year. If there are federal funds remaining to be expended/drawn, please report the anticipated FY and amount the municipality plans for them to be reported on their SAR/Single Audit.

NOTE: It's highly recommended that the municipality's treasurer should complete the Grant Expenditure Report for this grant for the Subrecipient Annual Report SAR/Single Audit section below, or please communicate with the municipality's treasurer to get the numbers needed in the Grant Expenditure Report for this grant for Subrecipient Annual Report SAR/Single Audit.

VCDP Grant Award	Amount
VCDP Grant Award:	\$28,237
Total Amount Requisitioned to Date:	<input type="text" value="\$28,237"/> *
Grant Funds Reserved or Obligated for*	
Amount of Requisition Currently in Process (if any):	<input type="text" value="\$0"/> *
Closeout Administrative Expenses (estimate):	<input type="text" value="\$0"/> *
Audit Expense (estimate):	<input type="text" value="\$0"/> *
Total (unobligated) Grant Funds to be Returned to VCDP:	\$0
Total Unobligated VCDP Grant Funds:	\$0
Grant Expenditure Reporting for Subrecipient Annual Report (SAR)/Single Audit**	Amount
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Total Funds Reported on SAR/Single Audit FY <input type="text"/>	<input type="text"/>
Expenditure Reporting Total:	\$0

*Any funds that will be requisitioned in the future (after the completion of this Final Program Report). If you have any questions on what expenses are eligible and allowable, contact Juliann Sherman at Juliann.Sherman@vermont.gov

**Any questions about expenditure reporting please contact Cassie Bell at Cassie.bell@vermont.gov



Final Program Report – Certification Page

- The Grantee’s Municipal Authorizing Official (MAO) needs to complete and Save the page
- The MAO also needs to submit the Final Report
 - Status should be pushed to “Final Progress Report Submitted”

Final Program Report – Certificate of Program Completion Page

- Final determination letter
- The project is not complete until the Certificate of Program Completion is issued
- Closeout agreement or Single Audit required for the grant (Attachment A)

CERTIFICATE OF PROGRAM COMPLETION

Final Program Report Determination Letter:

N/A

Date:

Description of documents to be uploaded:

No file chosen

Combined FRIL and Final Program Report Determination Letter:

N/A

Date:

Description of documents to be uploaded:

No file chosen

Certificate of Program Completion Letter:

Date:

Description of documents to be uploaded:

No file chosen



Questions

Thank You!

Contact:

Name – Patrick Scheld

Email – patrick.scheld@vermont.gov

Phone – (802) 828-1365

Name – Julia Connell

Email – julia.connell@vermont.gov

Phone – (802) 828-5215

