

# FY17-19 Better Connections Program Grant Administration Guide

## Complete Grant Agreement

Completing the Grant Agreement involves three separate steps:

- The Resolution must be printed, signed by the Selectboard, and emailed to VTrans (already included in the grant application).
- The Project Commitment Form (PCF) must be printed, signed by the Local Project Manager, and emailed to VTrans.
- A hard copy of the Grant Agreement must be printed, signed by the Local Project Manager, and the original mailed to VTrans.

To complete these steps please follow the instructions provided below.

### 1. Review and sign the Project Commitment Form (PCF).

You will receive the PCF with your initial award notification. Please review and have the Local Project Manager sign this document and submit it to Jackie Cassino- electronic submission via email is acceptable. Once we've received the signed PCF- we can begin the grant initiation process.

### 2. Review the Grant Agreement.

Within 30 days of submitting the PCF, you should receive your grant agreement. Make sure the information about your grant is correct and that you understand the terms of the Grant Agreement.

### 3. Sign the Grant Agreement.

Print, sign and mail the original – *must be postmarked by March 31, 2017.*

- a. VTrans will generate the Grant Agreement and will provide the LPM an electronic copy. The Municipal Official/LPM whose name appears on it must review and sign it.
- b. Mail only the signed, original to VTrans:

#### Grant Administration Roles

**Grant Administrators-** May perform all the functions described in this document, EXCEPT signing the Grant Agreement and Resolution

**Local Project Managers (LPMs)-** Only this role can sign and accept the Grant Agreement. LPMs may also perform all other grant administration functions.

Strong Communities Better Connections  
Grant Program

Jackie Cassino, Program Manager  
One National Life Drive, 5th Floor  
Montpelier, VT 05620-0501

- c. **Once the signed signature page is received by VTrans, you will then:**
  - Receive an email notification of the “Grant Awarded” status of your grant;
  - Receive an electronic copy of your fully executed Grant Agreement; and
  - Be enabled to begin the consultant procurement process.
  - Consult with Better Connections Program Managers for RFP development and prior to issuing RFP

## Grant Start-Up

1. Please inform your Municipal Clerk/Treasurer of the grant award and:
  - a. Provide the Clerk a copy of the invoice template;
  - b. Explain that the final 10% payment is a local cash match and the Town will need to document all project payments;
  - c. Recommend that the Town dedicate an accounting number for the grant and determine the best way to document grant income and expenses.
  
2. Set up a [Summary Ledger](#) to keep track of grant expenditures. Grant administrators must maintain financial records throughout the progress of the grant project.
  
3. A [sample press release](#) is available. Note that all press releases, public communications or products related to your grant project must reference funding support from a Strong Communities Better Connections Grant awarded by the Vermont Agency of Transportation and the Vermont Department of Housing & Community Development. (This helps promote the program and ensure funding is available in the future.)
  
4. See the Sample Request for Proposal (RFP) Guidance available as well as instructions on where to advertise on the [Program website](#).

## Invoicing & Progress Reports

1. Invoicing and Progress Reports shall occur quarterly and can be submitted as one document.
  
2. Invoices and Progress Reports shall at least

### Key Dates

**March 31, 2017** Grant Agreement due

**June 2, 2017** Consultant procurement due

**September 8, 2017** Invoice 1 due

**January 12, 2018** Invoice 2 & Mid-project report due

**April 13, 2018** Invoice 3 due

**July 13, 2018** Invoice 4 due

**September 1, 2018**- Project completion and all funds spent

**September 28, 2018** – Final report documentation and products submitted and final requisition submitted

**Amendments - Changes to Work Plan and Budget? Please contact us.**

VTrans approval is required to change a task or sub-product in your Work Plan and Budget. To request Agency approval, contact the SCBC program manager with a proposed amended work plan and budget. SCBC program managers will review the revised work plan and budget and will either: approved your amendment; deny your amendment or require modifications to your amendment. Major changes to the final product or grant due date extensions are not allowed.

differentiate the time period billed for, the grant agreement number, and the amount of grant funds requested- noting local match funds utilized for that billing cycle.

3. Progress Reports shall be broken up by tasks and based on the final work plan.
4. A sample Invoice Template, inclusive of the Progress Report can be found on the [Program website](#).

## Closeout Documentation

1. Make certain all outstanding grant expenses have been incurred by September 1, 2017. Provide a copy of all studies or other products developed with grant funds making sure that all of the Grant Agreement requirements have been met.
2. Compile and submit the following financial documentation:
  - a. [Summary Ledger](#) or similar document: Grant Administrators must maintain financial records throughout the progress of the grant project providing an overview of all your grant-related financial transactions.
  - b. All receipts and invoices for grant expenditures showing grant work was completed within the grant period, including any work covered by match funds;
  - c. Copies of cancelled checks OR a detailed transactions report, certified by the Treasurer, including date/recipient/check # and amount showing that payments were made for all project expenses (including evidence of match payments, if applicable).

### Match Funds

Invoices and Closeout documentation must provide evidence of expenses and payments for the total project amount (state + match funds). If a project is completed with less than the projected total project amount expended, the grant funds and match funds will be automatically re-calculated proportionately for you on the Final Summary Report form.

Detailed instructions for submitting the final closeout documentation and requisition can be found on the [Program website](#).

**QUESTIONS?** Please contact Better Connections Program Managers

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