

## VOREC Community Grant Program Grant Administration Guide

This Grant Administration Guide outlines key responsibilities of the Grantee in administering their VOREC Community Grant, from tracking grant expenses to grant closeout. This document is meant to serve as a quick reference version of the more detailed grant agreement, however it is ultimately the responsibility of the Grantee to adhere to the specific terms outlined in the grant agreement. Please contact the Recreation Grants Team at the Department of Forests, Parks and Recreation (FPR) with any questions: [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov)

### Grant Start-up & Management

- 1. Tracking Grant Expenses:** The Grantee is responsible for maintaining financial records throughout the grant agreement period. Please inform your Municipal Clerk/Treasurer (for Municipalities) or your Finance Director (for Nonprofits) of your VOREC Community Grant and complete the following:
  - Provide them with copies of your fully executed grant agreement.
  - Recommend that they determine the best way to document grant income and expenses in line with the project budget included in the grant agreement.
  - Explain that the VOREC Community Grant Program is a reimbursement program. The Grantee pays for eligible project expenses up-front and submits for reimbursement from FPR. Eligible project expenses can date back to April 17, 2021 and accrue until the award end date, listed in part 1 of your grant agreement.
  - Explain that eligible project expenses must be for costs associated with the project components outlined in your executed grant agreement, Attachment A – Scope of Work.
- 2. Procurement Procedures:** The Grantee may follow their own established written procurement procedures and standard bid processes if such procedures and processes obtain optimal solutions at reasonable prices through procurement efforts that are efficient and cost effective, promote fair and open competition, guard against favoritism, fraud, and corruption, and protect the interest of the State and its taxpayers. These written procurement procedures and standard bid processes must exist prior to the award start date, listed in Part 1 of your grant agreement. When the grantee does not have such written policies, the Grantee shall comply with the State's bidding requirements in the [State of Vermont Agency of Administration Bulletin No. 3.5, Procurement and Contracting Procedures](#).

#### Key Dates

**April 17, 2021** – Eligible project expenses can date back to this date.

**Award start date** – Located in part 1 of the grant agreement. Notes when agreement was fully executed and grantee can start submitting for reimbursement.

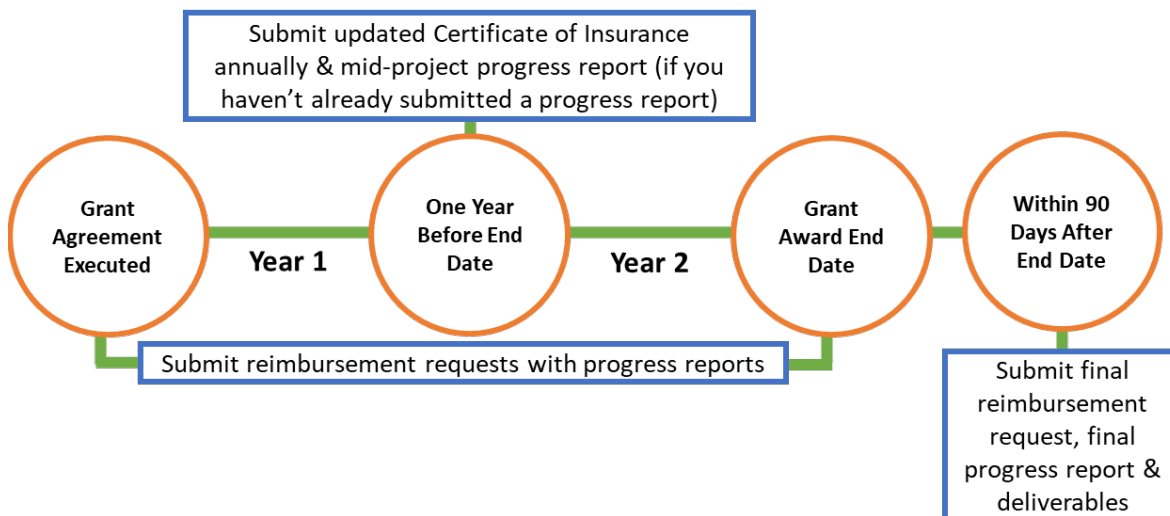
**One year before end date** – Mid-project progress report due (only applies to grantees who haven't already submitted a reimbursement request).

**Award end date** – Located in part 1 of the grant agreement. Notes when all project components must be complete and eligible project expenses paid.

**Within 90 days after end date** – Final reimbursement request, final progress report, and deliverables due to FPR.

3. **Partners:** Many Grantees have pre-identified partners who will be completing some of the project components identified in the Scope of Work in Attachment A of their grant agreements. In these instances, Grantees will need to follow their own written procurement procedures or Bulletin 3.5 to establish a written agreement (i.e. a memorandum of understanding) or contract with the partner(s). The agreement should specify the project components the partner(s) will complete and include all the same terms outlined in the Grantee’s grant agreement. FPR does not need to review these partner agreements, however if the Grantee’s written procurement procedures do not allow them to establish a written agreement with a pre-identified partner(s) through sole source purchasing or some other means, please contact us.
4. **Sub-Agreements:** Permission is required prior to sub-contracting or sub-granting any components of your Scope of Work. For grants greater than \$250K, additional information is required. If you intend to sub-contract or sub-grant, review the requirements in the Standard State Provisions for Contracts and Grants in Attachment C of your grant agreement and then email [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov) to request permission.
5. **Permits:** Before starting on-the-ground project work that requires permit(s), it is the Grantee’s responsibility to secure the necessary permit(s) for the work. (See more details in Attachment A, 5a of the grant agreement.)

## Requesting Reimbursement & Communicating Progress



The Grantee is responsible for communicating progress on their grant agreement in two different ways: by submitting reimbursement requests and [progress reports](#).

1. **Reimbursement Requests:** To request reimbursement, grantees will complete the materials underlined below and submit them as attachments by email to [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov). Unless there are extenuating circumstances, please plan to only submit reimbursement requests once every three months. For example: if you submit one on February 1, 2023, you may submit the next one on or after May 1, 2023.
  - Reimbursement Request Invoice  
FPR is providing each grantee with an invoice template to fill out and submit with each reimbursement request. The document provided is a fillable PDF. When the grantee is ready to submit a reimbursement they should do the following:
    - **Date** – Enter the date for your request.
    - **Invoice #** – Select the invoice # from the drop-down menu.
    - **Total Amount Due** – Fill in the total reimbursement request for the amount due.
    - *Note: The section with codes at the bottom of the invoice is for Business Office-use only.*

- Reimbursement Request Spreadsheet

FPR is providing each grantee with an excel spreadsheet containing two tabs. The grantee is required to fill out both the “Reimbursement Request” tab and the “Budget Tracker” tab. For the “Reimbursement Request” the following columns must be completed:

- **Itemized activity** – Example: Interpretive panel installation
- **Associated Budget Category** – This is the VOREC Project Activity in the grantee’s budget that the cost for this activity is being drawn from. The grantee’s budget is listed under Attachment E in their grant agreement.
- **Total Cost** – This is the total cost of the itemized activity. *Important to note: all costs need to include two decimal places so they are accurate to the \$0.01.*
- **Brief Description of Project Component(s) Completed** – The grantee should use this space to describe the itemized activity completed. Example: Placed signage at trailhead, at intersection of Trail X and Y.
- **Vendor, Consultant or Staff Person Listed in Associated Invoice / Proof of Payment** – This will help Recreation Grant Staff find the associated invoice and proof of payment for this itemized activity.

The “Budget Tracker” tab is filled in with the Grantee’s Budget information. The tracker will help the grantee and Recreation Grant Staff track their funding as they submit reimbursement requests. When the grantee submits for reimbursement, they must fill out the “Budget Tracker” tab with the following information:

- **Total Current Request for Reimbursement** – Total the itemized activities from the “Reimbursement Request” tab for each associated VOREC Project Activity. *Important to note: all totals need to include two decimal places so they are accurate to the \$0.01 as well.*
- **Total Previously Reimbursed** – Fill out with the total reimbursed from any previous reimbursement requests submitted.
- **Total Funds Remaining** – This column has been set-up by FPR to automatically tally the total funds remaining in the associated VOREC Project Activity.

- Invoices, Receipts, and Proof of Payment PDF

For each itemized activity the grantee will need to submit a receipt or invoice along with proof of payment. Compile these documents into one PDF file in the same order they appear on the Reimbursement Request Spreadsheet.

- **Receipts** – Receipts should include an itemized list of purchases.
- **Invoices** – Invoices should include an itemization of services completed by the contractor or consultant. Here are some answers to common questions about invoices:
  - If a contractor or consultant completes work that crosses different budget categories, they need to itemize their work completed by budget category or send separate invoices for each budget category.
  - If a partner organization is managing part of the project or completing activities outlined in the Scope of Work (Attachment A), the partner needs to send an itemized invoice to the grantee for the work completed. After the grantee pays the partner, both the itemized invoice (from the partner) and proof of payment (from the grantee) need to be submitted as part of the reimbursement request materials.
- **Proof of Payment** – Proof of payment can include a copy of a check, a payment receipt, or timesheet / timekeeping record and paystub (for employees of the grant recipient only). Below is additional information about what needs to be included in timesheets and paystubs:
  - **Timesheets** – Staff employed by the grantee organization need to track hours spent on activities outlined in the Grant Scope of Work (Attachment A) in a timesheet or other acceptable

timekeeping record. Timesheets need to show the number of hours worked by pay period (at a minimum), with time tracked separately for each budget category, as well as a general description of the allowable activities completed (per the Scope of Work).

Below is an example of a format that provides information about the level of detail required. If time tracking software is not available this format can be used by the grantee for submitting their timesheet information.

Employee Name & Title	Pay Period	Number of Hours	Budget Category from Grant Agreement, Attachment E	Description of Activities Completed
	07/23/23 – 08/04/23	3.5 hours	Marketing	– Met with partners to discuss brochure contents – Developed brochure outline
	07/23/23 – 08/04/23	.75 hours	Outdoor Recreation Equipment	– Placed orders for 20 mountain bikes and 1 bike transport trailer
	08/07/23 – 08/18/23	1 hour	Outdoor Recreation Programs	– Meeting with mountain bike instructors to plan lessons.
	08/07/23 – 08/18/23	5 hours	Marketing	– Finalized text for brochure

- **Paystubs** – Paystubs act as proof of payment for an employee’s work on the project. It’s important to note that the VOREC Community Grant program cannot reimburse for salaried employee benefits and taxes, only compensation for hours worked.

*Note: Employees can only be reimbursed for completing administrative activities, such as updating payment provisions, submitting reimbursement requests, and communicating with FPR about your grant agreement, if they are specifically outlined in the Scope of Work (Attachment A) within an Administrative budget category. If you do not have an Administrative budget category you will need an amendment to be re-imbursed for these types of activities and Administrative costs cannot exceed 10% of your total grant amount.*

- [Progress Report](#)

Submit a progress report form (linked above) with every reimbursement request. The progress report asks Grantees to report on project components and metrics outlined in the grant agreement, Attachment A – Scope of Work. There is a section at the end of the form to submit a final report. The grantee can answer “No” to question #14 until their project is complete and move on to submitting the progress report. For more information on the final report section see “Project Completion & Closeout” below.

*Note: When Recreation Grant Program Staff receive your Reimbursement Request they will check to make sure you’ve submitted this report in Microsoft Forms as well. During their review of both the Reimbursement Request materials and Progress Report, they will need to see progress being made on grant agreement activities in order to approve the reimbursement request.*

2. **Mid-Project Progress Reports:** If a reimbursement request is not submitted before there is one year left in the grant period noted in the grant agreement part 1, the grantee must submit a [Progress Report](#) (doesn’t need to be tied to a reimbursement request). After completing and submitting the report, email [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov) to let Recreation Grant Program Staff know it has been submitted.

- 3. Certificate of Insurance:** FPR needs a current Certificate of Insurance (COI) on file for each year of the grant. Grantees will need to submit an updated COI ahead of the current COI's policy expiration date (approximately annually). Grantees should set a reminder to ask their insurance carrier for an updated COI with current policy dates. The COI needs to include the insurance requirements outlined in [this guidance document](#). Please email the updated COI to [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov).

## Making Agreement Adjustments

- 1. Budget Adjustments:** Changes to budget categories that are less than 25% of the budget for that category do not require approval, however if a change is 25% or more the grant agreement will need to be amended. To start this process, please email the following information to [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov):
  - Original expectation and the conditions that have changed.
  - Explanation for how other project components will be completed with fewer grant funds.
- 2. Extensions:** Grantees should aim to complete all project components by the award end date noted in part 1 of the grant agreement. If there are unforeseeable circumstances that make it impossible to meet the deadline of the grant, at least two months before the grant end date please email the following information to [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov) to request an extension:
  - Summary detailing original grant timeline, what happened, and why the original timeline no longer works.
  - What the Grantee has done to feel confident they can complete the work within the new proposed timeline.
- 3. Scope Changes:** Approval is required to change any project components identified in the Scope of Work in Attachment A of your grant agreement. In these instances, please review the Payment Provisions in Attachment B of your grant agreement and then email [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov) to request an amendment. Major changes are unlikely to be approved.

## Project Completion & Grant Closeout

- 1. Before end date:** No later than one month before award end date, wrap up work and complete all payments.
- 2. By end date:** Make sure all project components are complete and any outstanding grant expenses have been incurred and paid for. FPR will not be able to reimburse for payments submitted after the grant end date unless an amendment is processed beforehand to extend the grant.
- 3. Due within 90 days after end date:**
  - Compile and submit the following final documentation to [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov):
    - All of the deliverables listed in the grant agreement under Attachment A
    - Final reimbursement request with supporting documentation
  - Complete your final [progress report](#):
    - Complete all sections of "Progress Report: Reporting on Project Components" and "Progress Report: Reporting on Metrics"
    - Complete the "Final Report" section by selecting "Yes" to question #14.
- 4. Confirmation:** Once all re-imbursements have been completed and the final report submitted, FPR will email the Grantee to confirm the official closeout of the grant.

## Questions & Contact Information

If you have questions or the Grantee's main contact changes, please email the Recreation Grants team: [ANR.FPRRecreationGrants@Vermont.Gov](mailto:ANR.FPRRecreationGrants@Vermont.Gov) It is the Grantee's responsibility to ensure that FPR has up-to-date contact information for the grantee throughout the grant agreement period.