

FY24 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of _____ is applying for funding as provided for in the FY24 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

(Name of Planning Commission Chair)

(Signature)

- 3a. That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3b. (Alternate Authorizing Official for redundancy)

That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

- 3c. That (Name) _____ Title _____

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of _____, _____.

- ☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or mailed to:
- Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

Grant System Roles

Every person associated with an online grant application must first create a new user account and then be assigned a role within the online [Grants Management System](#). You only need one account per person in the online system, even if you are associated with multiple municipalities or grant applications.

Municipal/Authorizing Officials are assigned by their Legislative Body (selectboard, city council, alderboard or village trustees), identified in the Municipal Resolution, and their online accounts are validated by Department of Housing and Community Development (DHCD) staff. All other users are assigned by the Municipal/Authorizing Official or Administrator associated with their grant application. To create a new account, complete the online [new user registration form](#) and click the save button to submit the registration.

System Role	Assigned to	Designated by	Create Application	View Forms	Edit Forms	Submit Application	Approve Account
Municipal/Authorizing Official (M/AO)	Selectboard member, Town or City Manager, or Town Administrator	Municipal Resolution	✓	✓	✓	✓	✓
Administrator	Town staff, planning commissioner or RPC agent	Municipal Resolution	✓	✓	✓	✓	
Writer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓	✓		
Viewer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓			

Municipal/Authorizing Official (M/AO)

Must be Chief Executive Officer of the municipality as defined by [10 VSA §683\(8\)](#) such as a selectboard member, or a Town or City Manager or a Town Administrator (an administrative assistant does not qualify). No person who is paid through the grant or handles grant funds, including the Municipal Clerk or Treasurer, may be assigned the Municipal/Authorizing Official role. M/AOs have the following permissions and functions:

- Only role with the authority to electronically submit requisitions (if grant is awarded).
- Assigns the grant Administrator role.
- Assigns Writers or Viewers for the project or may leave that responsibility to the Administrator.
- M/AO title functions as an electronic signature in the system.
- Ability to initiate, write, edit, review and submit applications.
- Ability to administer the grant if awarded. (If no Administrator is assigned to the grant, the M/AO will need to perform the Administrator functions.)

Each municipality should have two persons validated as Municipal/Authorizing Officials in the event one is not available at a critical time. (For example, both a selectboard member and Town Administrator could be authorized.) Before submitting the application, a majority of legislative body must sign a [resolution](#) to designate the M/AO(s) to act on behalf of the municipality.

Administrator

Handles all grant-related tasks for the municipality except the first two M/AO functions listed above. The Administrator role may be assigned to a town planner or other staff, a planning commissioner or other board member involved in the grant, or regional planning commission staff when the RPC is identified in the application as an agent for the municipality. Administrators have the following permissions and functions:

- Must be validated in the Grants Management System by a Municipal/Authorizing Official or by DHCD staff, with written permission from a Municipal/Authorizing Official.
- Ability to initiate, write, review, edit and submit applications.
- Ability to initiate, write, review and edit requisitions.
- Validates/assigns Writers or Viewers to the grant applications.
- Ability to administer the grant if awarded.

The Administrator role, when authorized by the M/AO, can create applications on behalf of the municipality. The Administrator is added to a specific grant Application by the M/AO or DHCD staff, with written permission from the M/AO.

Writer

Can write, edit and review applications. The Writer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.

Viewer

Can review the grant application and if the grant is awarded can view grant-related documentation in the system. The Viewer is added to a specific grant Application by the M/AO or by DHCD staff, with written permission from the M/AO or Administrator.