

Ecosystem Restoration Grant Program – FY19/20



Who We Are



Allison Lewis

Clean Water Initiative Grants Coordinator
& RCPP Project Coordinator
Vermont DEC, ANR



Shalini Suryanarayana

Grants Management Specialist
Vermont DEC, ANR

Agenda

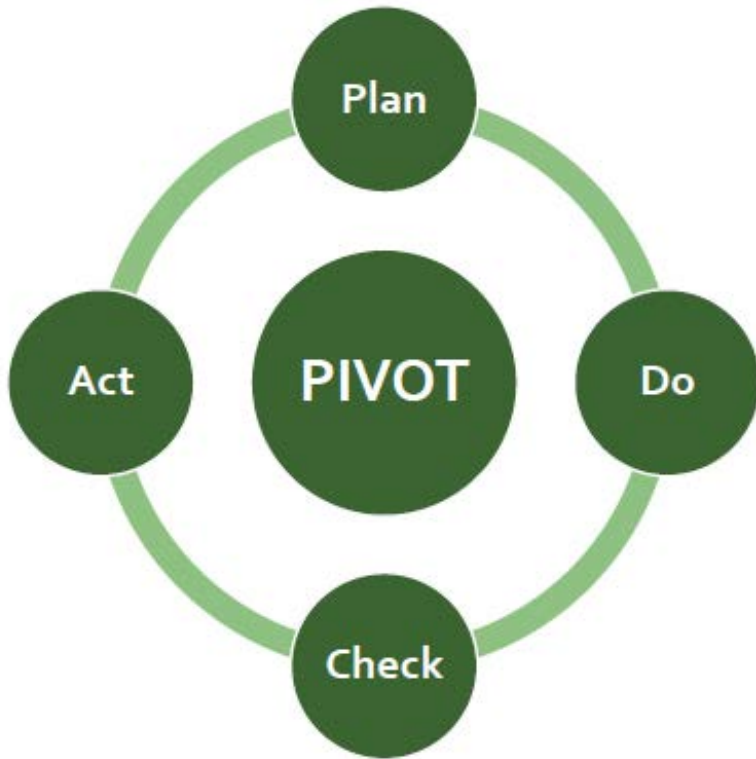
CWIP Program Presentation

- CWIP Ecosystem Restoration Funding Policy (“the Policy”)
- CWIP Grant Opportunities
- Purpose of the Ecosystem Restoration Grant Program
- Application Updates
- Review Grants Manual/Updates

DEC Business Office Presentation

- Important Resources for Grantees
- Agreement Development
- Milestones/Deliverables & Payment Schedule
- Grant Number
- Agreement Execution
- Role of GMS & TPM
- Award Type
- Invoice Submissions
- FAQs
- On-going Communications
- Project Closeout

The Governor's Lean Initiative & Clean Water Grants



Continuous Improvement Cycle

Program to Improve Vermont Outcomes Together

Striving for continuous improvement using Lean tools.

Ecosystem Restoration Grants Lean Event
December 2017, currently in last stages of the
“implementation phase”.

The Most Important Resource!

Clean Water Initiative Grants Webpage:
[http://dec.vermont.gov/watershed/cwi/grants/
ecosystem-restoration](http://dec.vermont.gov/watershed/cwi/grants/ecosystem-restoration)

CWIP Ecosystem Restoration Funding Policy

“The Policy’ offers clarity and transparency to grant and contract applicants, clean water improvement project proponents, state agencies, other program partners, and the public by presenting overarching program goals, CWIP funding priorities, and how CWIP administers clean water programs.”

‘The Policy’ includes:


- I. Background
- II. Purpose
- III. CWIP & State Water Quality Goals
- IV. Types & Overview of CWIP Clean Water Grants
- V. Roles & Responsibilities
- VI. Grant Eligibility
- VII. Projects & Impacts to Natural Resources
- VIII. Conclusion
- IX. Appendix A- CWIP FY20 Draft Granting Plan & Spending Plan to be released when FY20 Budget is passed.



CWIP Policy Updated for
FY20 – Released
2/15/19!

Clean Water Initiative Grant Opportunities

- Ecosystem Restoration Grants
- Partnership Grants & Contracts - Work Crew Support
- Partnership Grants & Contracts - Technical Capacity Building (“train the trainer”)
- Partnership Project Development Block Grant – Pilot
- Municipal Roads Grants-in-Aid Block Grant
- Design/Implementation Block Grant – Year 2 Pilot
- Ecosystem Restoration Woody Buffer Block Grant - Pilot
- River Corridor Easement Block Grant



Stay informed by
subscribing to our listserv
on our grants webpage!

Purpose of the Ecosystem Restoration Grant Program

“The goal of the program is to support projects that will restore and protect Vermont’s rivers, streams, lakes, ponds, and wetlands from nutrient and sediment pollution.”



FY19/20 ERP Grant Request for Proposals (RFP)

The RFP was released February 15th 2019

Request for Proposals (RFP) available on the Vermont Department of Economic Development Bid System (EBB) and CWIP webpage.

***Final due date** for applications March 18th 4pm EST (see website for early submittal date/opportunity for administrative review)*

Question & Answer period February 15th – March 1st



Questions submitted to ANR.WSMDERP@vermont.gov

Answers posted on our website & RFP on EBB March 6th

Updates to the ERP Grant Application

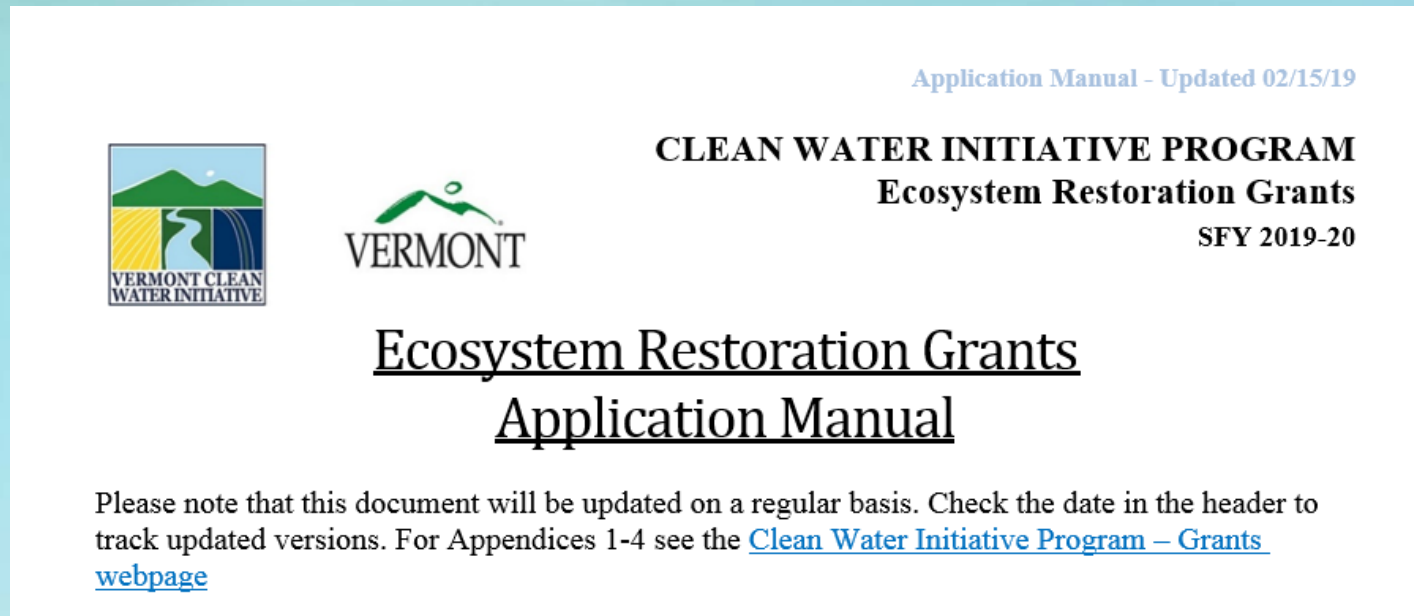
Summary:

- Use of the updated application form (2/15/19) is required for an application to be considered eligible.
- Final design and implementation *cannot* be combined.
- Preliminary and final design *can* be combined.
- If an assessment includes some preliminary design it is eligible; however, an application for completing assessment work and then also completing separate preliminary design work is *not* eligible.
- Months to complete- please be honest, it helps us in drafting your agreement and avoiding the need for an amendment!
- Risk Assessment Questionnaire & Certificate of Good Standing Required (signed w/in 1 year of submission)

		CLEAN WATER INITIATIVE PROGRAM Ecosystem Restoration Grants SFY 2020 Grant Program
Grant Application		
Please refer to the Application Manual for instructions for how to complete and submit this application. Ensure that you are using the most current version of the grant materials on the Clean Water Initiative website .		
I. Cover Page		
Project Information		
1. Project Title:		
2. Watershed Project Database ID Number:		
3. Project Location Town:		
4. Project Location Watershed: 17 - Upper Black River (VT17-10)		
5. Center point of project Latitude and Longitude (if applicable): N W		
6. Project Type: Stormwater Master Plan		
7. Project Phase:		
7a. Is this proposal the next phase of a previously awarded Ecosystem Restoration Grant? <input type="radio"/> Yes <input type="radio"/> No		
7b. If yes, provide grant number:		
Application Information		
8a. Organization Name:		
8b. Organization Mailing Address:		
8c. Town:	8d. State:	8e. Zip Code:
9a. Name of point of contact:		9b. Title:
9c. Phone:		9d. Email:
10. Type of Organization: Other		
Project Funding and Cost (The following must match the Budget Worksheet)		
9a. Total project cost: \$		9b. Funding requested (Must be greater than \$20,000): \$
9c. Match provided: \$		
Project visibility (For implementation/construction projects only)		
10. If this is an implementation project, is this project visible to the public? Specifically, is there pedestrian or vehicular traffic that will pass by this location?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Updates to the ERP Grant Manual

This follows the same template as versions seen in the past. Updates and improvements have been made throughout the manual. We highly recommend reading this front to back. It should be your best friend when applying for an ERP grant.



**Always be sure you are using the most current version of the manual, always found on our Grants webpage.*

Grant Round Due Dates & Award Timelines

Table 1. Ecosystem Restoration Grants Process Timeline

Grant Round	Deadline for Batch Review	¹ Anticipated Notification of Awards
FY 2019/20 Round 1	March 18, 2019 4pm EST	April 26, 2019
FY 2020 Round 2	Likely September – Date TBA	--
² FY 2020 Round 3	Likely January – Date TBA	--

¹ Notification dates are estimates and will be dependent on required approval by DEC and the State Treasurer's Office.

Opportunity for early submission & administrative review! Early submission date March 11, 2019 4pm EST. See manual for administrative review details.

Funding Sources, Amounts & Priorities

Funding sources:

- *Capitol Construction Fund*
- *Clean Water Fund*

FY19 Budget is Table 1 of the FY19 Policy Document.

FY20 spending plan will be released with the passing of the budget.

See RFP for March grant round funding availability. Nearly 1M each of capital and clean water funds.

Table 1: FY2019 Clean Water Initiative Program Spending Plan

CLEAN WATER INITIATIVE PROGRAM ECOSYSTEM RESTORATION GRANTS FY2019 SPENDING PLAN				
	Capital Bill	Clean Water Fund	General Funds	Total
I. Ecosystem Restoration Grants				
Natural Resources				
Natural Resources Restoration	\$ 60,000	\$ 140,000		\$ 200,000
Lake Carmi-Aeration	\$ 1,600,000			\$ 1,600,000
RCPP-Wetlands	\$ 250,000			\$ 250,000
Forestry WQ Assistance (including skidder bridge support)	\$ 50,000			\$ 50,000
Stormwater/Developed Lands				\$ -
Assessment & Project Prioritization Inventory, Utility Planning		\$ 180,000		\$ 180,000
Construction Step 1-3 (Design-Build)	\$ 1,611,500			\$ 1,611,500
SUBTOTAL (I)	\$ 3,571,500	\$ 320,000	\$ -	\$ 3,891,500
II. Partnership Grants and Contracts				
Work Crew Support		\$ 215,000		\$ 215,000
Technical Capacity Grants		\$ 40,000		\$ 40,000
Tactical Basin Planning Support		\$ 330,000		\$ 330,000
UVM SeaGrant - Extension / Technical Support		\$ 50,000		\$ 50,000
Vermont League of Cities and Towns - Extension / Technical Support			\$ 50,000	\$ 50,000
Municipal Wastewater Treatment Plant Optimization Project		\$ 100,000		\$ 100,000
SUBTOTAL (II)	\$ -	\$ 735,000	\$ 50,000	\$ 785,000
III. Analytical Services				
LaRosa Laboratory Support for Watershed Monitoring				
LaRosa Laboratory Support for Watershed Monitoring		\$ 100,000		\$ 100,000
Analytical Services		\$ 50,000		\$ 50,000
State parcel mapping, ANR share of costs		\$ 40,000		\$ 40,000
Investments in Clean Water Innovation		\$ 200,000		\$ 200,000
Recovering phosphorus from municipal waste streams	\$ 100,000			\$ 100,000
SUBTOTAL (III)	\$ 100,000	\$ 390,000	\$ -	\$ 490,000
IV. Municipal Roads Grants-in-Aid Block Grant				
Project Delivery and Implementation	\$ 3,090,000			\$ 3,090,000
Municipal Equipment		\$ 100,000		\$ 100,000
SUBTOTAL (IV)	\$ 3,090,000	\$ 100,000	\$ -	\$ 3,190,000
V. Design / Implementation Block Grant - Year 2 Pilot				
	\$ 1,500,000			\$ 1,500,000
VI. River Corridor Easement Block Grant				
	\$ 325,000			\$ 325,000
VII. Ecosystem Restoration Woody Buffer Block Grant - Pilot				
	\$ 175,000			\$ 175,000
VIII. Partnership Block Grant - Pilot				
		\$ 85,000		\$ 85,000
TOTAL - DEC	\$ 8,761,500	\$ 1,630,000	\$ 50,000	\$ 10,441,500

Funding Priorities

- Tier 1 costs: Regulatory cost of compliance with federal and state-required clean water plans, known as total maximum daily loads, or TMDLs, compliance with Act 64 of 2015, and the 2016 Combined Sewer Overflow Policy;
- Identified in the Tactical Basin Planning
- Pollution reduction potential: The estimated nutrient pollutant reduction (i.e., phosphorus or nitrogen) expected to occur through project implementation. Nutrient pollutant reduction estimates are modeled using DEC's BMP Accounting and Tracking Tool (BATT) within the Watershed Project Database.
- Project Readiness – The determination of a project's readiness for timely implementation, with consideration of the ability to permit the project if a permit is required, confirmation of state support, and documentation of local support for project implementation and long term operation and maintenance.
- Budget and cost-effectiveness: Screening for projects that achieve maximum pollutant reduction results and environmental co-benefits, such as flood resilience and habitat function, for the lowest possible cost.
- Targets Impaired Waters: Addresses sources of water pollution in waters listed as impaired (33 U.S.C. §1313(d)).



Least
Adverse
Impact to
Natural
Resources

Ecosystem Restoration Grants Applicant Eligibility

Table 2. Applicant Eligibility for CWIP Ecosystem Restoration Grants

Eligible Applicants	Ineligible Applicants
Vermont Municipality	Private Citizens, Individuals
Regional Planning Commissions	Private For-profit Colleges and Universities
Natural Resources Conservation Districts	Private For-profit Businesses and Industries
Non-profit Private Organizations	Federal Agencies
State Agencies	Programs within DEC
State Colleges and Universities	
Public Hospitals and Medical Centers	
Public Schools	
Project on Private Land Sponsored by Eligible Entity*	

**Sponsored* means the eligible entity assumes full legal responsibility of project, including operation and maintenance

Ecosystem Restoration Grants Project Eligibility

\$20,000 Minimum Grant Size

Agriculture & Road Projects:

- *Must demonstrate they were denied funding or partially funded from other sources*
- *Equipment Funds went to Grants-In-Aid and are no longer eligible through ERP, except skidder bridges.*
- *ERP is a resource for those projects that don't "fit" other grants (VTrans, AAFM)*

Table 2. Treatment of Project Proposals That Cause Negative Impacts to Natural Resources

Degree of Negative Impact to Natural Resource	CWIP Funding
No impact; no permit necessary	Eligible for review
Project requires a non-reporting general permit from DEC	Eligible for review
Project may cause temporary impact (during time of construction)	Eligible for review
Project achieves net water quality improvement, has minimized impacts but requires a state permit	Eligible for review
Combined Sewer Overflow projects that involve green stormwater infrastructure that may trigger a state stormwater permit to mitigate negative impacts	Eligible for review
New or expanded development that seek funding for compliance with a state permit or state order to mitigate negative impacts	Ineligible
Implementation projects: it is unclear if project causes impacts or needs permit(s)	Ineligible
Project causes long-term impact (beyond time of construction) and cannot be permitted	Ineligible

Watershed Project Database

All projects must be entered into the database by your project's Watershed Coordinator and given an ID number.

Projects are categorized within the database by their sector and step.

VERMONT OFFICIAL STATE WEBSITE



Watershed Projects

Name

Status

Grant Number

Project Type

County

Project ID

Basin Plan

Town

Grade Type

Grade

Search

Clear

To Report

ID	Project Name	Project Type	Status	Grant Number(s)
1	St. Johnsbury Stormwater Master Planning	Stormwater Master Planning	Completed	2016-ERP-1-02
4	Taylor Street Redevelopment - Green Stormwater Infrastructure and Green Space	Stormwater - Implementation	Funded	2016-ERP-2-11
5	Taylor Street Redevelopment - Bioretention, Stormwater Sidewalks, and Tree Filters	Stormwater - Implementation	Funded	2016-ERP-2-12
7	Towle Neighborhood Road Erosion Control - Planning and Design	Road Project - Final Design	Completed	2016-ERP-1-22

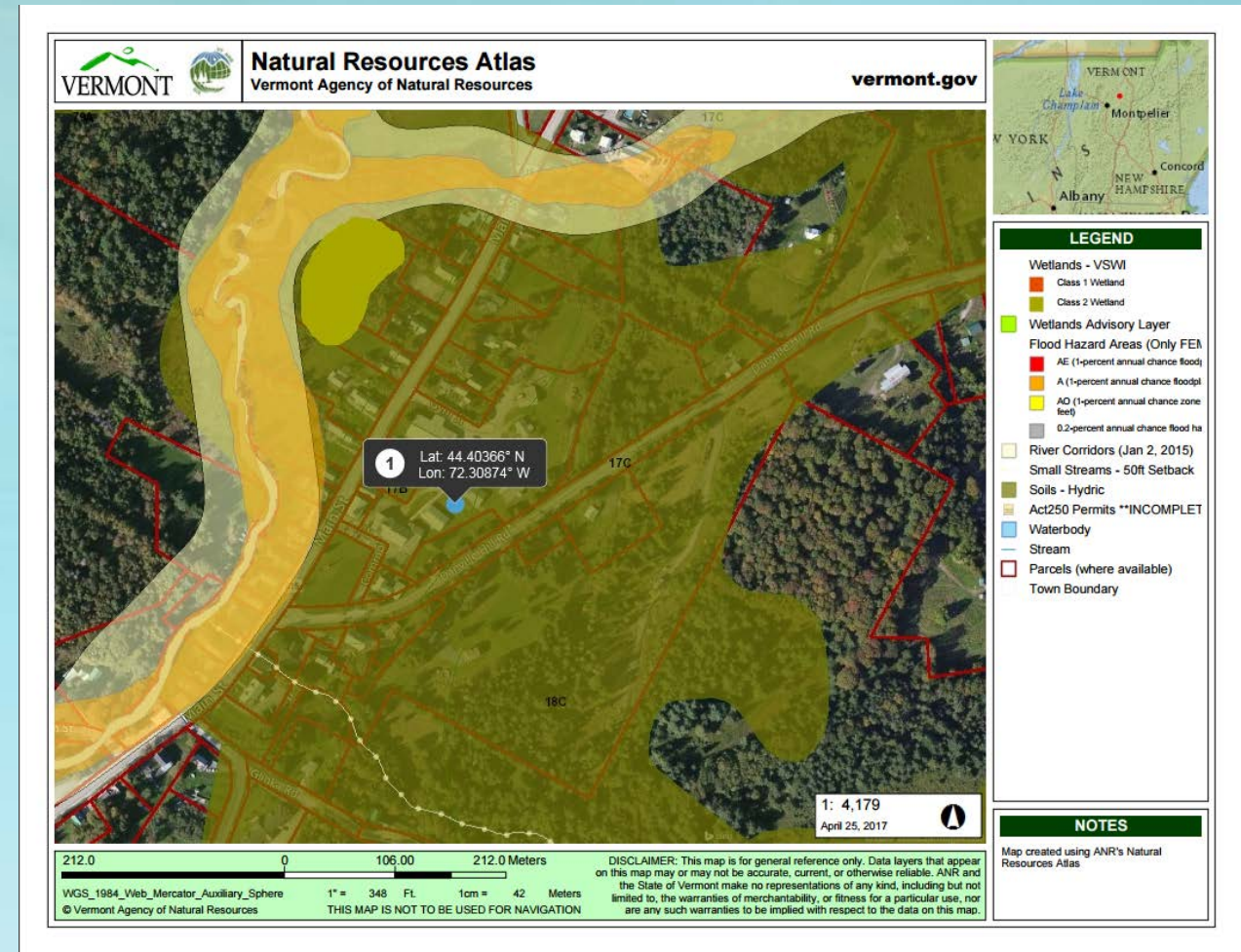
ANR Atlas Map

Requirement for all project types.

All layers are included, assists DEC with natural resources review of applications.

ANR Atlas link:

<http://anrmaps.Vermont.gov/websites/anra5/>



Operations & Maintenance Agreements

- Implementation projects require a letter of commitment for project operation and maintenance.
- Other project proposals (including equipment projects) that include a letter of commitment to provide operation and maintenance will receive a higher evaluation score.
- Operation and maintenance agreements must be approved by DEC and their business office. Must use DEC form.
- Responsible party to sign the O&M is the party that will maintain the project for the 10-year life span.



New!
O&M
Template
on our
website!

Milestones & Deliverables- Appendix 2 & 3 Updated

Performance measures – applicant to use the performance measures with the corresponding project type, as described in Appendix 2.

Stormwater	Stormwater - Final Design	2	Number of 100% designs completed
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Milestones and deliverables – applicant to use those pre-selected for each project type, as described in Appendix 3.

	Stormwater	Stormwater - Final Design	1. Project complete	2. Final Performance Report, press release
			1. Project initiated; required permits secured	1. Permit documentation, including locator map
			2. Operation and maintenance plan created and signed	2. Signed 10-year minimum operation and maintenance plan
			3. 100% design completed	3. Final Design Report (includes synthesis of prior completed project deliverables, 100% designs, written landowner commitment to implement project, and final cost-estimate)
			4. Project complete	4. Final Performance Report**; press release, additional publicity

Project Visibility & Signage

Per Section 35a of the Vermont Legislature Capitol Bill (H. 519), display of a clean water project sign in a publicly visible location during a project's construction phase may be required. Any implementation project with public visibility, as indicated in the grant application, would be considered for signage. Sign production costs are covered by the state, and do not need to be included in the grant agreement. If this is an implementation project, please indicate whether or not the project is visible to the public.

Signs are distributed by RPCs.



Photo courtesy of the Town of Cambridge & The Lamoille County Planning Commission

Review Process – See Manual for Details

Administrative Review

1. Applications received – early submission date for administrative review March 11, 2019 4pm
2. DEC Business Office conducts administrative review and provides feedback to grantees:
 - Application deemed eligible and moving forward for review
 - Application deemed eligible but missing key components and will automatically get 0 points for overall completeness scoring- opportunity to resubmit by 3/18/19 4pm
 - Application deemed ineligible, feedback provided to applicant – opportunity to resubmit by 3/18/19 4pm.

Technical & CWIP Programmatic Review

1. Applications received – FINAL due date of March 18, 2019 4pm
2. Technical review of applications by program staff (MAPP, Rivers, Wetlands, Lakes, Stormwater) including natural resource review.
3. ERP Review Committee reviews applications, scores, provides comment. Next, ERP Review Committee convenes for a group review and selection of applications for award.
4. Leadership review/approval/denial of funding decisions.
5. TPMs assigned to awarded projects and notifications sent to applicants.
6. TPM, business office & grantee develop grant agreement.
7. Project begins.

Application Scoring

Project Summary (weighted 50%)

- Executive Summary (15%)
- Water Quality Benefits (30%)
- Scope of Work (5%)

Budget (weighted 25%)

- Very important this is accurate – requests for adjustments in funds such as an increase, are not guaranteed to be accommodated. If a situation arises, the applicant must loop in the TPM, business office and CWIP as soon as possible.

Match (weighted 15%)

Overall Completeness (weighted 10%)

Application Scoring

Project Summary (weighted 50%)

Executive Summary (15%)

Points	Qualifications
3	Description is clear and concise, demonstrates the project has been well thought out and the necessary partners have been consulted, includes a realistic timeline, outlines permitting needs and/or steps to address potential natural resource impacts, and outlines where challenges for project completion occur.
2	Description includes enough detail to understand the approach to the project but does not include a timeline and/or inadequately addresses natural resource concerns or permitting needs.
1	Description does not clearly detail the scope of work, the approach is not appropriate for the resource concern, and/or does not address natural resource concerns and/or permitting needs.
0	May contain some or all of the following: lacks detail, does not demonstrate the project in a well thought out manner, does not include natural resource concerns or permitting needs, does not include a timeline, does not provide the elements specified.

Scope of Work (5%)

Points	Qualifications
1	Clear and concise overview of the project, demonstrates a thoughtful project with partner input, if applicable describes how other funding sources were pursued/explored and why ERP is the right fit (roads, agriculture, equipment).
0	Lacks detail, unclear the intent of the project, does not demonstrate the project is well thought out, and if applicable, unclear why other funding sources were not pursued first, does not provide the elements specified.

Water Quality Benefits (30%)

Points	Qualifications
3	Addresses the importance of the project for water quality, it demonstrates high nutrient and/or sediment reduction potential, and/or it demonstrates an immediate need/high priority for the project.
2	Addresses the importance of the project for water quality, demonstrates moderate need/priority, and/or has a moderate estimated nutrient and sediment reduction potential.
1	Addresses some nutrient/sediment issues but is a lower priority and/or will have minimal pollutant reduction potential.
0	The project does not address nutrient/sediment reduction as the primary pollutant, or it is unclear/lacks detail, or does not provide the elements specified.

Application Scoring

Budget (weighted 25%)

Points	Qualifications
3	Current budget form used, budget is clear and complete, cost-effective, descriptions are easily understood, budget items align with eligible costs, calculations are correct, itemized quote included in attachments, NICRA (if applicable) included in attachments, costs in the budget form match the 'Project Funding and Cost' numbers on Page 1 of the application as well as associated attachments.
2	Current budget form used, 1-2 required elements specified in "3" incomplete or lack sufficient detail, less cost-effective.
1	Outdated budget form used, 2-3 required elements specified in "3" incomplete or lack sufficient detail, concern of cost-effectiveness.
0	Contains several the following: outdated budget form used, budget form incomplete, multiple errors in the calculations, lacking descriptions of costs, quote not attached, budget form does not match budget numbers in application and/or associated attachments, not cost-effective.

Application Scoring

Match (weighted 15%)

Points	Qualifications
4	50% match or greater
3	25 – 49% match
2	11 – 24% match
1	5 – 10% match
0	0 - 4% match

Application Scoring

Overall Completeness (weighted 10%)

Overall Completeness (2 points, weighted 10%)

Competitive applications have been submitted per guidance in this manual, within the application form and supporting appendices. Applications that contain errors, are incomplete or contain incorrect information will be scored accordingly.

Points	Qualifications
2	Application is clear, concise, grammatically correct, filled out completely using current forms, and submitted correctly.
1	Application provides the necessary information to understand the project scope and purpose but could have been clearer and may include some minor errors. The application includes all necessary supporting documents and was submitted using current forms.
0	May contain some or <u>all</u> of the following: project summary unclear or lacks significant detail, inconsistencies, grammatical errors, budget form incomplete/incorrect, use of outdated version of the forms, attachments missing, submitted incorrectly. Or, was determined to be missing the Risk Assessment Questionnaire, Watershed Project Database Number and/or Certificate of Good Standing in the Administrative Review.

The background of the slide is a soft-focus photograph of a mountain lake. The water is calm and reflects the surrounding green, forested mountains. A layer of mist or low clouds hangs over the water and the base of the mountains, creating a serene and somewhat ethereal atmosphere. The overall color palette is dominated by cool blues, greens, and greys.

Contact Information

Allison Lewis

Phone 802-490-6124

Email allison.lewis@Vermont.gov

Email is the preferred method of communication.



Technical Project Manager (TPM) Mini-GCMS Review for Internal Staff

Shalini Suryanarayana

FEBRUARY 15, 2019

Technical Project Manager (TPM)

Official Titles in terms of ERP Grants

- ▶ **Grants Management Specialist (GMS)**
- ▶ **Technical Project Manager (TPM)**
 - not grant manager, not project manager, not agreement manager

Important Resources for a TPM

- ▶ Please familiarize yourself with the CWIP ERP Grant Application Manual and the CWIP Ecosystem Restoration Policy (both of which can be found through the Watershed Management web site):

<https://dec.vermont.gov/watershed/cwi/grants/ecosystem-restoration>

- ▶ Grants & Contracts Management System (**GCMS**) – database of projects/agreements/contracts:

<http://anrintra.vt.gov/DEC/GCDMS>

TPM Responsibilities

1. **Grant Agreement Development** - Scope of Work
2. **Grant Project Monitoring** – Upload and Approve Deliverables/Invoices (and notify me by email); Close-Out
3. **Responsibilities vary slightly based on the type of awards** -
 - Cost Reimbursable (2018 and beyond; SS) vs. Performance Based Awards (2017 and earlier; DP), and
 - Project Types

Once Agreement is Fully Executed...

- ▶ I will send the Grantee (copy you) a link to the signed agreement, a reminder about you as the TPM and the submission process, plus a set of blank submission forms:
 - ▶ Invoice Form 430,
 - ▶ Match Form 430-M,
 - ▶ Final Report(s), etc.
- ▶ Lastly, I'll include a link for a Checklist of things for them to save in their Grant File



DEPARTMENT OF ENVIRONMENTAL CONSERVATION Grant File Checklist for Grantees

This checklist has been developed to assist grantees in administering Vermont Department of Environmental Conservation grants. Grantees are urged to use it to assure that all requirements are met. Contact your Grants Management Specialist with any questions.

Grantee:

Grant Tracking #:

Term of agreement: through

Amount of grant:

Agreement

- ☐ Executed Agreement (including any Amendments, if authorized)
- ☐ Subcontractor Procurement Documents (if applicable)
- ☐ Subcontractor Agreements (if applicable)
- ☐ Subcontractor Approval Forms (Approved)
- ☐ Correspondence (if applicable)

Grant Management

- ☐ Project Budget
- ☐ Profit and Loss Sheet (Optional)
- ☐ Invoices and Receipts
- ☐ Form 430 Requests for Funds submitted to State
- ☐ Project Deliverables
- ☐ Timesheets (if applicable)
- ☐ Match Documentation Forms (if applicable)
- ☐ Equipment Ownership Approval (if applicable)
- ☐ Correspondence (if applicable)

Documents to Maintain at Organization/Grantee Level

Subrecipient Reporting

- ☐ Subrecipient Annual Report (if Federal funds received), submitted to VT Dept. of Finance & Mgmt.
- ☐ A-133 Single Audit submitted to primary pass-through agency (if Subrecipient expends over \$750,000 in Federal funds in Fiscal Year, in accordance with OMB Circular A-133)
- ☐ Management Decision Letter (if applicable)
- ☐ Any required Corrective Action Plans (if applicable)

Site Visit (if selected)

- ☐ Internal Control Detail Sheet and Self-Assessment
- ☐ Initial Determination Letter
- ☐ Grantee Response (if applicable)

Record Retention

- ☐ Retain a grant file including all financial records, supporting documents and other documents pertinent to the agreement for a period of three years after the end of the term of agreement.

Notes:

TPMs & Invoices

- ▶ **Agreements and invoice submission forms** – TPM name/email added to initial notifications and to Invoice Form 430 with instructions for submissions to GMS and TPM
- ▶ Please advise Grantees to **submit all deliverables associated with the invoice (Form 430)**; they can send you interim submissions, but when they finally send the invoice, they should attach all the deliverables associated with it even if they sent you some earlier (or, if no deliverable, a few paragraphs describing how the work completed relates to the Scope of Work along with supporting documentation like invoices from consultants)
- ▶ Instruct grantees to **only send their completed match information (Form 430-M) at the very end** with their final submission of deliverables so they will only have to send it to us once; but make sure to work with Grantees along the way to make sure they are tracking their match/documentation and will ultimately meet the required amount

Review: Invoice Submission Process

- ▶ Since our submission process has changed a bit over the past few years, here is a quick reminder about current expectations:
 - **Have Grantees submit their invoices along with any deliverables associated with them and send the whole thing to both me and you (TPM).** If no deliverable, include info on how tasks relate to Scope of Work and other associated documentation like invoices from consultants, etc.
 - Please **ALWAYS have them reference the grant number in the subject of their emails** (I work with literally hundreds of grant agreements from multiple years and grant rounds, and often multiple projects with the same Grantee from the same or different years/grant rounds). It saves me a lot of time, energy, and effort if they and you could please use the grant number on all documents and correspondence.
 - FYI – please be aware and inform Grantees that each year any invoices submitted after June 1 will have to wait for payment until sometime in **mid-July** (we switch over to the next fiscal year in June which requires us to hold on invoice payments until mid-July). If you have any questions about it, don't hesitate to let me know.
 - As you know, the name of the invoice form is Form 430. **At the very end of your project, when they submit their final deliverables, please plan to have them also submit their Form 430-M** which details their match information.

Other FAQs

- ▶ **Interim Payments (cost-reimbursable awards)** – are possible as long as approved by TPM and include documentation of progress (how the tasks being reimbursed relate to the Scope of Work, documents like invoices from consultants, etc.)
- ▶ **Submission Date Changes** – are possible if approved by TPM; all are eligible for changes except the end date which would require an amendment
- ▶ **Payment Amount Changes** – are possible if approved by TPM and GMS; all are eligible for changes except the total award amount cannot be exceeded and at least 10% held for submission of final deliverables

Sample Milestones/Deliverables/Payment Schedule

	Milestone	Deliverable(s)	Due Date	Payment
1	Project initiated; ownership of site(s) identified (total available \$8,563)	Locator map with site photo(s); summary of landowner contact	July 1, 2018	0
2	Identified site/design considerations and permitting needs	Project summaries that identify site/design considerations, permitting needs, and restoration/water quality improvement objectives and needs (includes field survey completed with GIS-based map and cross-section locations)	November 1, 2018	\$5,563.00
3	30% design complete	Preliminary Design Final Report (includes alternatives analysis summary, synthesis of prior completed project deliverables, 30% designs , written landowner commitment to next project step, and cost-estimates)	January 31, 2019	\$1,500
4	Project complete	Final Performance Report ; press release	January 31, 2019 (hard end date)	\$1,500 (17.5% of award total; min. >= 10%)

When Should We Copy/Mail Each Other?

- ▶ I will **not** copy you as I negotiate the details of the grant agreement with Grantees; I will definitely *always* involve the TPM if it has to do with the scope of work; I will copy TPMs once the Agreement is fully executed (when I email Grantee with blank submission docs)
- ▶ If all goes well, the Grantee **should copy us both on deliverables/invoices** (you do not have to copy me if you are asking the Grantee for changes/additions to their deliverables until you notify me that you approve them); round dollar values, save supporting documentation, use correct submission date (update if re-submitting)
- ▶ I will need an email from you for (1) **approval invoices** (2) **authorization of any changes in deliverable due dates that you approve** (final due date cannot change w/o amendment so is highly discouraged)
 - Related note: **completed** milestone deliverable approvals go in GCMS; please add comments in GCMS to clarify/document any decisions, plans, rationale, etc. that we may wish to track; save valuable/informative correspondence

Working in GCMS

- ▶ Project Page vs. **Dashboard**
- ▶ Grant Numbering System
- ▶ Dashboard – defaults to only your projects (can search ALL projects, if desired)
 - ▶ Use “control f” to create search box to enter key words/numbers
 - ▶ Project Status – In Development, Monitoring, Inactive/Closed (Definition of **PROJECT** in GCMS)

My Grant Numbering System

- ▶ Understanding the Grant Number can tell you about the grant before you even open the Agreement
 1. The first number is the fiscal year in which it was awarded
 2. The letters following identify how we are funding the Agreement (ERP = capital funds; CWF = clean water funds)
 3. The next letter tells you about the category (S is scoping or master planning, D is design, R is river easement, E is equipment, M is implementation)
 4. The next digit is the Quarter (**or for FY20, round**) in which it was awarded
 5. And the final two digits help differentiate the grants funded within that category in that Quarter/Round

Dashboard View

The screenshot displays the 'Grants and Contracts Management System' interface. At the top, the Vermont state logo is on the left, the system title is in the center, and a user welcome message 'Welcome: Charlotte Fuller / User' is on the right. Below the header, a navigation bar contains three tabs: 'Projects', 'GMS Dashboard' (which is highlighted in yellow), and 'Maintenance'. The main content area is titled 'Your Projects'. It features a checkbox for 'All Projects', a yellow-highlighted button labeled 'Filter Projects by User', a dropdown menu of user names with 'Suryanarayana, Shalini' selected and highlighted in yellow, a 'Project Status' dropdown set to 'In Development', and a 'Toggle' button.

VERMONT

Grants and Contracts Management System

Welcome: Charlotte Fuller / User

Projects **GMS Dashboard** Maintenance

Your Projects

☐ All Projects **Filter Projects by User**

Project Status: In Development

Toggle

Redmond, Bryan
Reilly, June
Reichel, Celia
Rittner, Deirdra
Roethlein, Mia
Roman, John
Rottler, Chris
Roy, Marc
Rupe, Marli
Ryan, Jim
Sargeant, Bethany
Schmeltzer, John
Schwei, Chuck
Shambaugh, Angela
Simard, Meredith (1)
Silano, Jim (1)
Smart, Patrick
Smith, Michael
Spiese, Richard
Stickney, Michaela
Stone, Julie
Stuhl, Emma
Sunko, James
Suryanarayana, Shalini
Swanberg, Ned
Swift, Ethan
Thomas, Penny
Thomas, Teresa
Wakefield, John
Webber, Rebecca

Search Function: Cntl F

File Edit View Favorites Tools Help

x Find: 2018-erp-d-1-01 Previous Next Options 1 match

Projects **GMS Dashboard** Maintenance

Your Projects

☐ All Projects Filter Projects by User Suryanarayana, Shalini Project Status Monitoring Toggle

Project: 2018 Ecosystem Restoration Grants - Q1 GMS: Shalini Suryanarayana 15\15 complete

						End: 12/31/2018	complete	
	Tunbridge Village River Corridor Project Identification	Gretchen Alexander	White River Partnership	2018-CWF-S-1-11	Active	Start: 11/08/2017 End: 12/31/2018	32\32 complete	1 overdue
	NMC - Main Pond	Jim Pease	St Albans Town Treasurer	2018-ERP-D-1-01	Active	Start: 10/23/2017 End: 11/30/2019	32\32 complete	1 overdue
	BTS Bioretention Parking Lot	Helen Carr	Friends of the Winooski River	2018-ERP-D-1-	Active	Start:	32\32	on track

Project: DEC/FPR Green Street Guide and Bylaw Review GMS: Shalini Suryanarayana 0 tasks

	Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
	DEC/FPR Green Street Guide and Bylaw Review	Allison Compagna	Vermont Dept. of Forest, Parks and Recreation	2018-CWIP-FPR-03	Active	Start: 01/19/2018 End: 10/01/2018	0 tasks	2 overdue

Project Status

File Edit View Favorites Tools Help

VERMONT Grants and Contracts Management System Welcome: Charlotte Fuller / User

Projects **QMS Dashboard** Maintenance

Your Projects

☐ All Projects Filter Projects by User: Suryanarayana, Shalini **Project Status** In Development Monitoring Inactive

Project: 2018 Ecosystem Restoration Grants - Q1 - CMS: Shalini Suryanarayana 10/15 complete

	Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeline	Tasks	Workzone
	Recreation Road Erosion and Gully Alternatives Analysis	Gretchen Alexander	Friends of the Winooski River	2018-CWP-O-1-01	Active	Start: 12/16/2017 End: 07/31/2019	32/32 complete	on track
	Newport City Main street pull off - Underground chambers Final Design	Ben Copans	Weymouth-Waterbury Watershed Association	2018-CWP-O-1-02	Active	Start: 11/02/2017 End: 02/28/2019	32/32 complete	on track
	Mill Pond Dam Removal Feasibility Study and Preliminary Design	Staci Forester	Vermont Natural Resources Council	2018-CWP-O-1-03	Active	Start: 10/31/2017	32/32 over time	3 overdue

Project: DEC/FPR Green Street Guide and Bylaw Review - CMS: Shalini Suryanarayana 0 tasks

Icons: comment, folder, tasks, edit pencil, trash can

http://anrintra.vt.gov/DEC/GCDMS/Dashboard.aspx

File Edit View Favorites Tools Help

Find: erp-d-1-07 Previous Next Options













VERMONT Grants and Contracts Management System Welcome: Shalini Suryanarayana / User 118 Overdue

Projects **GMS Dashboard** Maintenance













Your Projects

☐ All Projects Filter Projects by User: Suryanarayana, Shalini Project Status: In Development Toggle

Project: 2018 Ecosystem Restoration Grant - Q3 GMS: Shalini Suryanarayana 15 overdue

	Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
 	Fenton Chester Arena Retrofit	Shalini Suryanarayana	Caledonia County Natural Resources	02	Inactive		11/11 complete 	0 Milestones 
 	Murphy Road-French Brook Erosion	Shalini Suryanarayana	Central Vermont Regional Planning Commission	05	Inactive		0/6 complete 	0 Milestones 
 	Lulls Brook Floodplain Restoration and Riparian Buffer Restoration	Shalini Suryanarayana	Connecticut River Watershed Council	08	Inactive		0/6 complete 	0 Milestones 

Project: 2019 Ecosystem Restoration Grant - Q1 GMS: Shalini Suryanarayana 0 tasks

	Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
 	Kidder Hill Dam Removal- Final Design	Shalini Suryanarayana	Connecticut River Watershed Council	05	Inactive		0 tasks 	0 Milestones 
 	Cross Brothers Dam Removal Feasibility Study and Preliminary Design	Shalini Suryanarayana	Vermont Natural Resources Council	07	Inactive		0 tasks 	0 Milestones 
 	Vermont Fish and Wildlife Department Access Stormwater Project- Jeffersonville	Shalini Suryanarayana	Lamoille County Planning Commission	09	Inactive		0 tasks 	0 Milestones 










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http://anrintra.vt.gov/DEC/GCDMS/Projects.aspx

File Edit View Favorites Tools Help

Find: erp-d-1-07 Previous Next Options

Project Detail

 	2018-CWF-M-3-06	Poultney-Mettawee Natural Resources	Marli Rupe	\$13,889.00	21932	Low	2 overdue 
 	2018-CWF-M-3-07	Lamoille County Natural Resources	Gretchen Alexander	\$27,510.00	21932	Low	on track 
 	2018-CWF-M-3-08	South Burlington City Treasurer	Helen Carr	\$109,612.00	21932	Low	on track 

*Clicking the magnifying glass will apply an agreement filter to the documents listed in the documents pane. To remove the filter and view all project documents, click [View Project Documents]

Documents
















Showing documents for: 2018-CWF-D-3-03 - Bennington County Regional Commission - (ID: 2182)

[Add Document](#) [View Document Types](#)

Filter

File Name Document Type Agreement #

[Filter](#) [Clear Filter](#)

	File Name	Document Type	Agreement #	Updated
  	Bennington County Regional Commission_ Full Debarment Check_2-20-18.pdf	Debarment	2018-CWF-D-3-03	Charlotte Fuller - 02/20/2018
  	BCRC_RAQ_4-2-18.pdf	Risk Assessment	2018-CWF-D-3-03	Charlotte Fuller - 04/10/2018
  	BCRC_Bulletin 5_2-27-18.pdf	Internal Approval Documents	2018-CWF-D-3-03	Charlotte Fuller - 02/27/2018
  	38-BCRC-Lye Brook Berm Removal.pdf	Proposals	2018-CWF-D-3-03	Charlotte Fuller - 02/13/2018
  	2018-CWF-D-3-03 BCRC - RA.docx	Risk Assessment	2018-CWF-D-3-03	Shalini Suryanarayana - 05/16/2018

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Working in GCMS

- ▶ You can see all the files, documents, submissions in one location if you open the Agreement. There are many ways to do this:
 1. Enter the Agreement Number (Grant Number) in the Projects page
 2. If you can't remember the grant number, search for the project in the Dashboard page (create the search box by hitting "control f") to then find and copy the grant number
 - Additional note: folder icon in Dashboard takes you to Project Detail page with all docs at very bottom of page (all grants within the Project are listed in middle of the page)

Viewing Files: Step 1

Your Projects

☐ All Projects

Filter Projects by User Suryanarayana, Shalini

Project Status Monitoring

 Toggle

Project: 2018 Ecosystem Restoration Grants - Q1 **GMS:** Shalini Suryanarayana

15\15 complete 

						12/31/2018	complete 		
	Tunbridge Village River Corridor Project Identification	Gretchen Alexander	White River Partnership	2018-CWF-S-1-11	Active	Start: 11/08/2017 End: 12/31/2018	32\32 complete 	1 overdue 	
	NMC - Main Pond	Jim Pease	St Albans Town Treasurer	2018-ERP-D-1-01	Active	Start: 10/23/2017 End: 11/30/2019	32\32 complete 	1 overdue 	
	BTS Bioretention Parking Lot	Helen Carr	Friends of the Winooski River	2018-ERP-D-1-	Active	Start:	32\32	on track 	

Project: DEC/FPR Green Street Guide and Bylaw Review **GMS:** Shalini Suryanarayana

Viewing Files: Step 2

Find: 2018-erp-d-1-01

PreviousNextOptions

Proposal-16

Mount Holly Town Treasurer

David Pasco

0 Milestones

*Clicking the magnifying glass will apply an agreement filter to the documents listed in the documents pane. To remove the filter and view all project documents, click [View Project Documents]

Documents

Showing documents for: 2018-ERP-D-1-01 - St Albans Town Treasurer - (ID: 1862)

+ Add Document

View Document Types

Filter

























File Name

Document Type - Please Select -

Agreement #

Filter

Clear Filter

	File Name	Document Type	Agreement #	Updated
  	TownOfStAlbans_RA_Vision_Sept2017.pdf	Risk Assessment	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	TownOfStAlbans_debarment_Sept2017.pdf	Debarment	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	StAlbansTown_RAQ_June29_2018.pdf	Risk Assessment	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	Q1_NMCMain_TownStAlbans_PO_7726.PDF	Vision PO	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	Proposal_9-StAlbans-NMC - Main Pond.pdf	Proposals	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	2018-ERP-D-1-01_Bulletin_Eligibility.pdf	Internal Approval Documents	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	2018-ERP-D-1-01 StAlbans-SIGNED.pdf	Agreement	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017
  	2018-ERP-D-1-01 -RA.docx	Risk Assessment	2018-ERP-D-1-01	Shalini Suryanarayana - 12/20/2017



Adding a Comment

VERMONT Grants and Contracts Management System Welcome: Charlotte Fuller / User

Projects Project Detail

Comments For: Agreement #: 2018-ERP-D-1-01 Project: 2018 Ecosystem Restoration Grants - Q1 Vendor: St Albans Town Treasurer

+ Add Comment

	Date	User	Comment
 	10/13/2017		Contract # 35143 PO # 7726

Exit

Your Projects


☐ All Projects

Project: 2018 Ecosystem Restoration Grants - Q1

Project Name	User	Vendor	Agreement #	Status	Start	End	Progress	Notes
Tunbridge Village River Corridor Project Identification	Gretchen Alexander	White River Partnership	2018-CWF-S-1-11	Active	Start: 11/08/2017 End: 12/31/2018	32\32 complete	1 overdue	
NMC - Main Pond	Jim Pease	St Albans Town Treasurer	2018-ERP-D-1-01	Active	Start: 10/23/2017 End: 11/30/2019	32\32 complete	1 overdue	
BTS Bioretention Parking Lot	Helen Carr	Friends of the Winooski River	2018-ERP-D-1-	Active	Start:	32\32	on track	

Project: DEC/FPR Green Street Guide and Bylaw Review CMS: Shalini Suryanarayana

Color-Coded Milestones/Deliverables Calendar



Grants and Contracts Management System


Welcome: Charlotte Fuller / User










[Projects](#) [Project Detail](#) [GMS Dashboard](#) [Maintenance](#)

Your Projects

☐ All Projects Filter Projects by User: Suryanarayana, Shalini Project Status: Monitoring Toggle

Project: 2018 Ecosystem Restoration Grants - Q1 **GMS:** Shalini Suryanarayana

15\15 complete 

	Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone	
	Recreation Road Erosion and Gully Alternatives Analysis	Gretchen Alexander	Friends of the Winooski River	2018-CWF-D-1-01	Active	Start: 12/16/2017 End: 07/31/2019	32\32 complete 	on track 	
	Newport City Main street pull off - Underground chambers Final Design	Ben Copans	Memphremagog Watershed Association	2018-CWF-D-1-02	Active	Start: 11/02/2017 End: 02/28/2019	32\32 complete 	on track 	
	Mill Pond Dam Removal Feasibility Study and Preliminary Design	Staci Pomeroy	Vermont Natural Resources Council	2018-CWF-D-1-03	Active	Start: 10/31/2017	32\32 complete	3 overdue 	

Project: DEC/FPR Green Street Guide and Bvlaw Review **GMS:** Shalini Suryanarayana

Working in GCMS

- ▶ **Milestones/Deliverables** – most used screen by TPMs
 - ▶ Summary totals at top
 - ▶ Drag/drop deliverables attached to specific milestones (note size limitations (500 MB; zip large files; no duplicate files names allowed)
 - ▶ Approve completed milestone deliverables in GCMS
(then email me an approval to pay invoice)

GCMS Approvals

Milestones For: Agreement #: 2018-ERP-D-1-01 Project: 2018 Ecosystem Restoration Grants - Q1 Vendor: St Albans Town Treasurer

+ Add Milestone

Summary Totals







Maximum \$ \$29,900.00

Milestone \$ \$29,900.00

\$ Paid \$0.00

\$ Remaining \$0.00

1 2

	#	Milestone Title	Deliverable(s)	Documents	Estimated Deadline	Amount	Approval Dates
 	1	Project initiated; determination of required permits; \$29,900; 10%	Documentation of required permits for project implementation, indicating potential challenges/conflicts		01/01/2018	\$2,990.00	AM <input type="text"/> GMS <input type="text"/>
 	2	Determination of O&M responsible party; 15%	Documentation of O&M responsible party once project is implemented		04/01/2018	\$4,485.00	AM <input type="text"/> GMS <input type="text"/>
 	3	100% design complete; 50%	Final Design Report (includes synthesis of prior completed project deliverables, 100% designs, written landowner		10/01/2018	\$14,950.00	AM <input type="text"/> GMS <input type="text"/>

Exit

http://anrintra.vt.gov/DEC/GCDMS/Dashboard.aspx KnowledgeWave Dashboard

File Edit View Favorites Tools Help

ANR Conference Rooms - ... DEC ERP Grants Process Track-It! Self Service Web Dept Human Resources - ... GCMS SharePoint Silanis e-SignLive™

Find: erp-d-1-07 Previous Next Options

Grants and Contracts

Welcome: Shalini Suryanarayana / User 145 Dendure

Comments For: Agreement #: 2018-CWF-0-2-02 Project: 2018 Ecosystem Restoration Grants - Q2 Vendor: Essex County Natural Resources Conservation District

12/28/2017 Shalini Suryanarayana This project is actually associated with two ANR ID numbers (2008, 2294). It is only tagged with 2294 in GCMS.

+ Add Comment

15/13 complete

Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
Recreation Road Erosion and Culvert Alternatives Analysis	Gretchen Alexander	Friends of the Woodstock River	2018-CWF-0-1-01	Active	Start: 12/16/2017 End: 07/31/2019	12/32 complete	1 overdue
Newport City Main street pull off - Underground chambers Final Design	Ben Copans	Memphremagog Watershed Association	2018-CWF-0-1-02	Active	Start: 11/02/2017 End: 02/28/2019	12/32 complete	on track
Mill Pond Dam Removal Feasibility Study and Preliminary Design	Staci Pomeroy	Vermont Natural Resources Council	2018-CWF-0-1-03	Active	Start: 10/31/2017	12/32 complete	1 overdue

Project: 2018 Ecosystem Restoration Grants - Q2 GCMS: Shalini Suryanarayana

Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
French Hill Brook Culvert Removals and Forest Road AMPs	Mark Rupe	Vermont Dept. of Forest, Parks and Recreation	2018-CWF-M-2-13	Active	Start: 12/18/2017 End: 12/31/2019	12/32 complete	on track
Town of Concord Stormwater Design	Jim Peace	Essex County Natural Resources Conservation District	2018-CWF-0-2-02	Active	Start: 02/01/2018 End: 12/31/2019	12/32 complete	1 overdue
March Brook Restoration Project	Karen Bates	Nature Conservancy	2018-ERP-0-2-01	Active	Start: 02/07/2018 End: 06/01/2019	12/32 complete	1 overdue

http://anrintra.vt.gov/DEC/GCDMS/Dashboard.aspx KnowledgeWave Dashboard

File Edit View Favorites Tools Help

ANR Conference Rooms - ... DEC ERP Grants Process Track-It! Self Service Web Dept Human Resources - ... GCMS SharePoint

Find: erp-d-1-07 Previous Next Options

Grants and Contracts

Welcome: Shalini Suryanarayana / User 145 Dendure

Milestones For: Agreement #: 2018-CWF-0-2-02 Project: 2018 Ecosystem Restoration Grants - Q2 Vendor: Stowe Town Treasurer

+ Add Milestone

Summary Totals

Maximum \$	Milestone \$	\$ Paid	\$ Remaining
\$19,045.00	\$19,045.00	\$19,045.00	\$0.00

1 2

#	Milestone Title	Deliverable(s)	Documents	Estimated Deadline	Amount	Approval Gates
1	Project Initiated, purchase of Equipment (\$19,405)	Invoice for equipment purchase		06/15/2018	\$17,105.00	AM 07/16/2018 GMS 07/19/2018
2	Equipment installed and operating	Install sign or sticker on equipment indicating made possible by the E.R. Grant		06/30/2018	\$0.00	AM 07/16/2018 GMS 07/19/2018
3	OSM plan created and signed	signed 10-year OSM plan to include maintenance of the equipment and the plan for how often it will be operated		06/30/2018	\$0.00	AM 07/16/2018 GMS 07/19/2018

+ Save + Cancel + Exit

Town of Stowe Grader-Mounted Delineation Helen Carr Stowe Town Treasurer 2018-CWF-0-2-02 Closed Start: 02/12/2018 End: 06/10/2018 10/40 on track

Comments & Approvals

2019-ERP-D-2-03

readership of the receipt of the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation funded grant along with details on the project's purpose, actions, and results. Grantee will submit a copy of the press release as well as a list of the entities to whom the press release was sent as a deliverable listed in the table below. The Grantee shall submit a Request for Approval to Subcontract Form for any subcontracts associated with this grant. The form must be approved before a subcontractor can start work.

	Milestone	Deliverable(s)	Due Date	Amount of Budget Used by this Date
1	Project initiated; determination of required permits	Subapproval form, Scoping meeting, Documentation of required permits for project implementation, indicating potential challenges/conflicts for obtaining permit (if applicable) and project locator map	June 1, 2019	10% (\$2,300)
2	Determination of O&M responsible party	Documentation of O&M responsible party once project is implemented	July 1, 2019	5% (\$1,150)
3	100% design complete	Final Design Report (includes synthesis of prior completed project deliverables, 100% designs, written landowner commitment to implement project, and final cost-estimate with a level of effort document)	April 1, 2020	75% (17,250)
4	Project complete	Final Performance Report including BMP reporting (indicate BMP status as designed); press release	May 1, 2020	10% (\$2,300)

Milestone Tables: FY18 & FY19 Grant Agreement excerpt

ANR ... DEC ... Trac... Dept... GCMS Shar... Sila... VISI... Welc... EBB ... Know... NECI... DEC ... TPMC... VISI...

Find: Previous Next Options

09/30/2018

Milestones For: Agreement #: 2018-CWF-D-1-04 Project: 2018 Ecosystem Restoration Grants - Q1 Vendor: Connecticut River Watershed Council

+ Add Milestone

Summary Totals

Maximum \$	\$31,978.00	Milestone \$	\$31,978.00	\$ Paid	\$31,978.00	\$ Remaining	\$0.00
------------	-------------	--------------	-------------	---------	-------------	--------------	--------

1 2

#	Milestone Title	Deliverable(s)	Documents	Estimated Deadline	Amount	Approval Dates
4	30% design complete; 15%	Preliminary Design Final Report (includes synthesis of prior completed project deliverables, 30% design4,	<div>Harvey's Lake Preliminary 30% Design Report 110118.pdf</div> <div>Harvey's</div>	11/01/2018	\$12,992.6	<div>TPM 11/01/2018</div> <div>GMS 01/26/2018</div>
5	Project complete; 10%	Final Performance Report; press release	<div>Final Press Release - Harveys Dam Removal.docx</div> <div>ERP Final Performance</div>	12/01/2018	\$3,198.00	<div>TPM 12/21/2018</div> <div>GMS 01/26/2018</div>

Exit

Agreement Title	Agreement Manager	Vendor	Agreement #	Status	Timeframe	Tasks	Milestone
Kidder Hill Dam Removal- Final Design	Shalini Suryanarayana	Connecticut River Watershed Council	05	Inactive		0 tasks	0 Milestones

FY18
milestones
table
example

2020-CWF-S-2-04

readership of the receipt of the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation funded grant along with details on the project's purpose, actions, and results. Grantee will submit a copy of the press release as well as a list of the entities to whom the press release was sent as a deliverable listed in the table below. The Grantee shall submit a Request for Approval to Subcontract Form for any subcontracts associated with this grant. The form must be approved before a subcontractor can start work.

	Milestone	Deliverable(s)	Anticipated Completion Date
1	Project initiated; steering committee established	Minutes and list of attendees from steering committee meeting	September 1, 2019
2	Project identification meeting held	Table of projects identified following Rivers Program-provided template	October 1, 2019
3	Corridor Plan drafted; 5 project packets developed	Draft corridor plan including minimum of five project packets with cost-estimates and landowner commitment to next project steps	October 31, 2020
4	River Corridor Plan complete	River Corridor Plan (includes synthesis from prior completed project deliverables); batch import file and locator maps of projects identified	November 30, 2020
5	Project complete	Final Performance Report; press release	December 31, 2021

	Milestone	Deliverable(s)	Time Frame
1	Financial check-point 1	Email progress report including review of remaining steps/timeline	At 50% of project completion
2	Financial check-point 2	Email progress report including review of remaining steps/timeline	At 75% of project completion
3	Financial check-point 3	No additional deliverables (this check-point is satisfied with "project complete" deliverables)	At 90% of project completion

FY20 Grant Agreement excerpt

Milestones/Deliverables Table:

Measure	Deliverable	Expected Due Date	% of Budget Used
Press release	Copy of press release and where it was published	February 8, 2020	0
Interim Report	<ul style="list-style-type: none">• Pictures of purchased/constructed bridges• Description of where they will be used and what type of logging operations.	July 1, 2020	0
Outreach efforts	Report on water quality-based workshops and other outreach events using the ANR Online Clean Water Vermont Outreach Efforts Form.	July 1, 2020	0
Final Report	(1) Short description; (2) Attachment E: (a) Number of forest road stream crossings improved due to the installation of equipment; (b) A log of each use with the location (lat/long, town and watershed) of where bridges were used; (c) number of landowners participating; (3) Budget, including any cost-share/match.	September 1, 2020	100%

FY 20
milestones
table
example

Close-Out Checklist

- ▶ What is this checklist for?
 - ▶ To assist TPM's when closing out a grant to ensure they have collected all the required information
 - ▶ To evaluate grantees on their performance
- ▶ Why do I have to fill out a form when closing a grant?
 - ▶ Every project outcome achieved and dollar spent is tracked and reported on annually
 - ▶ Significant changes in deliverables expected in the last few years
 - ▶ Common mistakes-
 - ▶ performance measures are not deliverables
 - ▶ pictures not included
 - ▶ O&M agreements not submitted
 - ▶ Previously did not have a way to track grantee performance
 - ▶ Its quick and easy for TPM's and helps Shalini and Helen a lot!

► How do I use this checklist?

1. Download fillable PDF from (CWIP-Grants Webpage)
2. Fill out Grant and TPM identifying information
3. Choose project type
4. Complete applicable checkboxes based on project type
5. Fill out grantee evaluation
6. Save form in GCMS (**print to pdf**) as a final deliverable
7. Completing form should take less than 5 mins.

Vermont Department of Environmental Conservation (DEC) Ecosystem Restoration Grants Project Closeout Checklist for Technical Project Managers

The checklist, below, helps DEC technical project managers, or TPMs, ensure project results are properly documented for tracking, accounting, and reporting purposes. A project is considered "closed" when all deliverables are submitted and approved according to the grant agreement. Please review and complete the checklist, below, at project closeout to ensure all required information has been submitted. Once the checklist is complete, please save it in Grants and Contacts Management System (GCMS) as a final deliverable for that project.

Project Title: _____ Grant Number: _____ WPD ID: _____

Technical Project Manager: _____ Project Type: _____

Project Closeout Checklist		
1.	I (TPM) approved all required deliverables and saved them to GCMS	<input type="checkbox"/> Yes
2.	Did grantee submit final invoice?	<input type="checkbox"/> Yes
3.	Did grantee submit match documentation (Form 430-M)?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
4.	Grantee has completed a Final Performance Report ¹ using the DEC-provided template and contains performance measures from the grant agreement	<input type="checkbox"/> Yes
5.	If this is an implementation or equipment project, grantee: <ul style="list-style-type: none"> Included before and after photos or at least 2 photos, with captions² Submitted a signed operation and maintenance (O&M) agreement to maintain the project a minimum of 10 years from the date installed 	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A
6.	If this is an equipment project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
7.	If this is a stormwater preliminary/final design or implementation project, grantee submitted a complete "Stormwater Best Management Practice (BMP) Final Report" ³ for each BMP designed or implemented	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8.	If this is a buffer planting implementation project, grantee submitted a "Buffer Planting BMP Final Report" ⁴	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
9.	If this is a visible implementation project, the grantee submitted a photo of the "Clean Water Project" sign during construction and returned the sign ⁵ . Review Sign Guidance here	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
10.	If grantee conducted outreach (workshops, trainings, public/stakeholder meetings), grantee recorded each outreach event using the ANR Online outreach tracking form . Reported outreach events can be viewed here .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
11.	If this is a planning or assessment project, (such as a Stormwater Master Plan, River Corridor Plan, or other project identification with more than one project identified), grantee submitted the Batch Import File (BIF) ⁶ , containing the priority projects identified.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
12.	If this is an equipment project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Project Closeout Checklist			
1.	I (TPM) approved all required deliverables and saved them to GCMS	<input checked="" type="checkbox"/> Yes	
2.	Did grantee submit final invoice?	<input checked="" type="checkbox"/> Yes	
3.	Did grantee submit match documentation (Form 430-M)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
4.	Grantee has completed a Final Performance Report ¹ using the DEC-provided template and contains performance measures from the grant agreement	<input checked="" type="checkbox"/> Yes	
5.	If this is an implementation or equipment project, grantee: <ul style="list-style-type: none">Included before and after photos or at least 2 photos, with captions²Submitted a signed operation and maintenance (O&M) agreement to maintain the project a minimum of 10 years from the date installed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
6.	If this is an equipment project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
7.	If this is a stormwater preliminary/final design or implementation project, grantee submitted a complete "Stormwater Best Management Practice (BMP) Final Report" ¹ for each BMP designed or implemented	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
8.	If this is a buffer planting implementation project, grantee submitted a "Buffer Planting BMP Final Report" ¹	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
9.	If this is a visible implementation project, the grantee submitted a photo of the "Clean Water Project" sign during construction and returned the sign ³ . Review Sign Guidance here	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
10.	If grantee conducted outreach (workshops, trainings, public/stakeholder meetings), grantee recorded each outreach event using the ANR Online outreach tracking form . Reported outreach events can be viewed here .	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
11.	If this is a planning or assessment project, (such as a Stormwater Master Plan, River Corridor Plan, or other project identification with more than one project identified), grantee submitted the Batch Import File (BIF) ⁴ , containing the priority projects identified.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A
12.	If this is an equipment project, grantee has submitted a letter to indicate they take full responsibility of the equipment.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A

Grantee Evaluation for <u>Grantee Name</u>	
1. Deliverables were timely, and the overall project was completed on schedule. No deliverables were late without adequate reason.	<input type="checkbox"/> 1. Strongly agree <input checked="" type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
2. Grantee was responsive to my communications, I had no issues getting responses from this grantee.	<input type="checkbox"/> 1. Strongly agree <input checked="" type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
3. Deliverables and final project were of high quality, well organized and met the intent of the grant agreement.	<input checked="" type="checkbox"/> 1. Strongly agree <input type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
4. If this was an implementation project, no violations occurred, all permits were obtained prior to construction, and project was constructed as planned.	<input type="checkbox"/> 1. Strongly agree <input checked="" type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree <input type="checkbox"/> 5. N/A
5. Overall experience working with this grantee was positive, any issues that came up were easily resolved, I have no concerns about this grantees performance.	<input type="checkbox"/> 1. Strongly agree <input checked="" type="checkbox"/> 2. Agree <input type="checkbox"/> 3. Disagree <input type="checkbox"/> 4. Strongly disagree
6. Please provide any feedback or additional comments that will help to evaluate this grantee's performance.	Great working with them!

Any Questions? Please contact Helen.carr@vermont.gov or Shalini.Survanaravana@vermont.gov.

Footnotes:



Ownership and Disposition of Equipment (>\$5K)

- ▶ Listed in all grant agreements (item 6 on page 1: [Ownership and Disposition of Equipment](#): Any equipment purchased or furnished to the Grantee by the State under this Grant Agreement is provided on a loan basis only and remains the property of the State. Grantee must submit a written request to retain the equipment at the end of grant term for the same use and intended purpose as outlined in this agreement.
- ▶ The written request should include:
 - description of equipment,
 - date of purchase,
 - original cost, and
 - estimated current market value.
- ▶ Will no longer include “equipment” project types in FY20 (they will go through municipal grants in aid program); an exception is for Skidder Bridges

A Mini-Manual/Resource Tool for Technical Project Managers (TPM's)

This mini-manual is meant as a quick reference tool to help Technical Project Managers (TPMs) to use the Grants & Contracts Management System database, GCMS. If you have suggestions on how to grow, improve, or modify this tool, please let Shalini know as soon as possible (shalini.suryanarayana@vermont.gov).

As a TPM connected with the Clean Water Initiative Programs (CWIP), there are three resource items you should become very familiar with:

1. The ERP Policy
2. The Grant Application Manual |
3. The Grants & Contracts Management System database, GCMS

Definition of Key Terms:

CWIP – Clean Water Initiative Programs

GCMS – Grants & Contracts Management System database

TPM – Technical Project Manager (term used to define person in DEC who oversees a CWIP funded project; no longer called a grant manager or project manager; called an Agreement Manager (AM) in GCMS)

AM – the acronym for Agreement Manager which means TPM in GCMS

GMS – Grants Management Specialist (Shalini, David, or other grants expert staff member in the Business Office)

Project vs Agreement – project refers to the entire grant funding opportunity (2018 Q3, 2019 Q1, etc.); agreement refers to a specific award within that project (2018-CWF-M-3-38 or 2019-ERP-S-52)

TPM Manual – posting in SharePoint



Contact Me Anytime

Shalini Suryanarayana

Email shalini.suryanarayana@vermont.gov

Desk is located at 1C10, Administration and Innovation Division (AID)
One National Life Drive, Montpelier

Thank you for
participating!

Questions?

Clean Water Initiative Grants
Webpage:

<http://dec.vermont.gov/watershed/cwi/grants/ecosystem-restoration>



http://vermontbiz.com/files/lake-champlain-frm_mount-philo-basin_program_610x458.jpg