

Municipal Officials: eSign Agreement Instructions for Grant Programs

What five grant programs are administered by the Department of Taxes?

You recently received an email from the Vermont Department of Taxes regarding five grant programs for the State of Vermont. Your town/city/village or entity may qualify for most, if not all, of the following grants:

1. State Payment in Lieu of Property Taxes paid pursuant to 32 V.S.A. Subchapter 4
2. State Payment to Municipalities for Reappraisal Costs under 32 V.S.A. § 4041a
3. Current Use—Hold Harmless paid pursuant to 32 V.S.A. § 3760
4. State Payment to Municipalities for Assistance with Equalization Study pursuant to 32 V.S.A. § 5405(f)
5. Municipalities for Lister Education under 32 V.S.A. § 4041a (See Attachment A for detail on reimbursement requirements)

Please note that the calculation method for the payment amounts of these grants has not been changed from prior year distributions.

What is in the email sent to my municipality about these grants?

- The email was sent to you on Sept. 1, 2015, with “eSign” in the subject line
- The email contained the program agreement form(s) for which you qualify
- Follow the instructions that were sent with the email to electronically sign and submit the Grant Agreement via email
- When you sign the form electronically and submit it, it will automatically be emailed back to the Department of Taxes

What needs to be submitted to the Department of Taxes to be considered for the grants?

You will need to submit to the Department of Taxes the following documents to be considered for any of the grants:

- Completed and signed State of Vermont Grant Agreement Parts 1 and 2 and all Attachments (through the eSign process)
- The most recent, dated copy of the annual report for the city/town (electronic copy preferred)
- For additional requirements pertaining to specific grants, please review & comply with Attachment A of the Grant Agreement

What is the deadline for submitting the signed agreements?

Be sure to complete and return all documentation by Sept. 15, 2015, to avoid delay. The grant agreements must be completed before any payments are distributed from the grant programs.

For More Information

If you have questions about any of the grant programs or the grant process, please contact the Department:

Phone: 802-828-6632

Email: marylee.woods@vermont.gov

