



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

September 17, 2020

Instructions for Digitization of Land Records (DGZ) Grant Recipients

Please review these instructions carefully and completely. You must complete these steps for your municipality to receive reimbursement funding under the grant you were awarded, as allocated in Act 137 of 2020.

When you submitted your application, you agreed to several requirements under state and federal law, including the requirement that you maintain the expenditure records for five years from receipt of final payment of these funds.

Records to support compliance may include, but are not limited to, copies of the following:

1. Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
2. Receipts of purchases (i.e. packing slips, invoices, receipts) made related to addressing the public health emergency due to COVID-19;
3. Proof of payment, including date, vendor, check # (if not available at time of submittal, please send proof of payment when available);
4. Contracts and subcontracts and all documents related to such contracts such as bid paperwork if applicable (following your local procurement/bid/purchasing processes for federally funded purchases).

The following documents are not required to be submitted to the State; however, must be maintained at your office and available to be reviewed upon request, for up to five years after the final receipt of the funds:

5. Documentation of reports, audits, and other monitoring of contractors.
6. Internal and external email/electronic communications related to use of the CRF payments.
7. Any investigative files and inquiry reports involving CRF payments.
8. General ledger and subsidiary ledgers used to account for the receipt of Coronavirus Relief Fund payments.
9. Budget records for calendar years 2019 and 2020.

Costs must be reasonable, necessary, competitive, applied for the CRF's intended purpose, and incurred during the period of performance (March 1 – December 30, 2020).



How do I submit for reimbursement?

Your reimbursement request for the grant has two components: a summary [Reimbursement Request Form](#) (provided in Excel) and the Expenditure Packet. The Expenditure Packet is comprised of scanned documents supporting the request. Do NOT submit original copies.

Reimbursement Requests must be submitted no later than December 11, 2020 and are encouraged to happen as soon as you have your documentation ready.

On each scanned item, write the letter code next to each expense which category of expense you are requesting reimbursement for as (A) Equipment; (B) Labor Costs; (C) Contracts; or (D) Parcel Data. See above list for examples of documents to support your request.

The documents must be provided as a single PDF attachment. Only one expense submittal will be accepted for the DGZ Grant.

The Reimbursement Request and the Expenditure Packet must be emailed to tax.munigrants@vermont.gov no later than December 11, 2020. If the packet file size is too large, the PDF can be split into sections.

Who do I contact with questions?

Please contact tax.munigrants@vermont.gov for assistance during normal business hours, and include your phone number so we can contact you directly. You can also leave a message at 802-828-6639 which will be received by the end of each business day.

Review the DGZ Grant Application Guidelines and FAQs [here](#).

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