



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

*Agency of Administration*

November 6, 2020

## **Instructions for Act 154 Vermont Independent Colleges COVID-19 Impact (VIC) Grant Recipients**

**Please review these instructions carefully and completely.** You must complete these steps for your college or university to receive reimbursement for the grant you were awarded, as allocated in Act 154 of 2020.

When you submitted your application, you agreed to several requirements under state and federal law, including the requirement that you maintain 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 entered into using CRF payments and all documents related to such contracts such as bid paperwork if applicable (following your procurement/purchasing processes for federally funded purchases).
5. Revenue loss documentation (per [CRF Process and Policy Guidance](#)), including income statements which compare 2019 income to 2020 income for the same time period pre-pandemic and post-pandemic.

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:

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



## Important Reminders:

- 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).
- Expenses must be associated with the provision of economic support in connection with the COVID-19 public health emergency.
- Grantees must maintain detailed documentation that demonstrates the necessity of the CRF expenses, their link to the COVID-19 public health emergency, and the benefit they will provide during the CRF covered period (March 1, 2020 – December 30, 2020).
- Failure to demonstrate actual revenue loss will lead to a recoupment of any grant funding provided.

## How do I submit for payment?

In order to meet the requirements of the CARES Act and Act 154, you must submit the documentation listed above to the Department of Taxes as a single PDF packet of scanned documents. Do NOT submit original copies. If the packet file size is too large, you may submit your documentation in multiple emails. Documents must be submitted to [tax.commissioner@vermont.gov](mailto:tax.commissioner@vermont.gov).

Along with your PDF packet of documents, please complete Reimbursement Request Form, which summarizes your expenses and requires your signature (provided in Excel).

Reimbursement Requests must be submitted no later than **December 1, 2020** and are encouraged to happen as soon as you have your documentation ready.

Once reviewed and approved, the State of Vermont will process an ACH payment via the State's VISION payment portal.

## Who do I contact with questions?

Please contact [tax.commissioner@vermont.gov](mailto:tax.commissioner@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. This grant is being hosted by the Department of Taxes, contact is Jill Remick, Director of Property Valuation and Review.

This grant is being administered with assistance from the [Association of Vermont Independent Colleges](#).

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