

State of Vermont, Agency of Administration State Fiscal Recovery Fund Questionnaire

INTRODUCTION

The Agency of Administration has established the COVID-19 Financial Office (CFO) to oversee the distribution of money for the State Fiscal Recovery Fund (SFR). The CFO is charged with warranting Vermont’s compliance with the federal and state eligibility, documentation, and auditing conditions of COVID-19 federal funding.

This questionnaire is intended to gather information from Vermont agencies/departments with SFR appropriations or excess receipts spending authority for COVID-19 response and recovery. The CFO requires that all entities expending SFR complete this questionnaire and receive approval for their proposed uses of funds prior to expending funds or launching programs, to ensure alignment with Treasury guidelines. If you plan to provide SFR to a subrecipient that will help administer funds, please gather the needed information from your subrecipient to help complete this questionnaire.

Please return this completed questionnaire to ADM.COVID@vermont.gov a minimum of two weeks prior to expending funds or launching your program.

Roadmap for Completing the Questionnaire

Step 1: Identify all SFR appropriations and ERRs for your agency/department.

Step 2: For each appropriation, identify whether it will be used to launch a grant/beneficiary program and/or to cover the agency/department’s expenses.

Agency/department expenses include the agency/department’s own costs and contracts. For example, if you plan to use SFR for a technical assistance program, this would count as an “expense” rather than a grant/beneficiary program, since the State would not be providing funds to a third party subrecipient or beneficiary.

Step 3: In Section 1, identify the legislative appropriations and ERRs that the questionnaire is intended to describe.

For grant/beneficiary programs, please include no more than one program per questionnaire and identify the appropriation(s) for this program in Section 1, question 4. For expenses, you can combine expenses that fall within multiple appropriations, as long as these appropriations are identified in Section 1, question 5.

Step 4: Complete Section 2 only if you indicated an appropriation for a grant/beneficiary program. Complete Section 3 only if you indicated appropriations that include agency/department expenses. All agencies/departments are required to complete Section 4 and Section 5 to describe the use of funds for the appropriations outlined in Section 1, including the outlined grant/beneficiary program and/or expenses.

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To ensure proper form data entry and submission, please open the questionnaire in a desktop version of Acrobat 7.0 or later. It is advised that you not edit the form in a browser as form functionality may be lost.

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SECTION 1: GENERAL INFORMATION

1. Vermont agency/department name:
2. Contact name:
3. Contact email:
4. Legislative appropriation (Act, Section number) or ERR # for grant/beneficiary program, if applicable:
5. Legislative appropriation (Act, Section number) or ERR # for State expenses, if applicable:
6. Total amount for appropriations and ERRs listed above, broken down by appropriation/ ERR:
7. Do you have explicit authorization to use part of your SFR appropriation for program administrative expenses?
Yes No
 - a. Unless otherwise noted in Vermont statute, administrative expenses are capped at 5%. Please confirm that your administrative expenses do not exceed 5%.
Yes No, explain
 - b. Which type of administrative expenses will you use? Please select all that apply.
Direct expenses Indirect expenses

SECTION 2: GRANT/BENEFICIARY PROGRAM DESIGN

Please complete this section only if you indicated an intended use of SFR to launch a grant/ beneficiary program.

1. Grant/beneficiary program name:
2. Please describe your grant/beneficiary program, outlining how it addresses a COVID-19 need (3-4 lines).
3. Entities/individuals receiving funds from the program (select all that apply):
Government entities Component units Non-profit entities
For-profit entities Individuals Other:

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4. Relationship between Vermont agency/department and the entity/individuals receiving funds:

For assistance in determining the relationship, please complete the [Federal Award Classification Checklist](#).

Subrecipient

Contractor

Beneficiary (requires CFO approval)

5. Will the program require an application from the entity receiving funds? Yes No (skip to Q. 8)

6. Please provide the following information for the grant/beneficiary program:

a. Launch date:

d. Expected date of award issuance:

b. Application deadline:

e. Minimum award (if applicable):

c. Date of notification:

f. Maximum award (if applicable):

7. If there are multiple application rounds, please provide the intended timelines for each round.

8. Please confirm that you will include required [SFR assurances](#) in the program application and/or award.

Yes

No

9. Please confirm that you will adopt processes to prevent duplication of benefit by verifying that applicants have not applied for/received any other federal funds for the same expenses included in their SFR award.

Yes

No, explain

10. Will the grant/beneficiary program award cover (select all that apply):

Costs

Revenue Loss

Economic Support

a. What supporting documentation will applicants be required to provide to verify their costs/revenue losses?

Invoices

Proof of Payment

Expenditure Detail

Income statements

Tax filings

Other:

b. What formula will be used to determine the award amount?

c. How will the program validate that the award addresses a COVID-19 need?

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SECTION 3: AGENCY/DEPARTMENT EXPENSES

Please complete this section if you indicated an intended use of SFR for your agency/department's own expenses.

1. Type of SFR expenses (select all that apply):

Agency/department's operating costs

Contract(s) to perform State-commissioned work, in compliance with [Bulletin 3.5](#).

- a. Do you plan to issue a Request for Proposal (RFP) or a Request for Quote (RFQ) using these SFR dollars? If yes, please attach a copy of the RFP/RFQ. Yes No
- b. If you intend any other kind of procurement to use these SFR dollars, please describe your procurement process.

2. Please describe your COVID-19 expenses, outlining how they address a COVID-19 need:

SECTION 4: USE OF FUNDS

Please complete this section to describe your intended use of SFR for the appropriations and ERRs identified in Section 1, reflecting the categories of SFR use that best describe your identified program and expenses.

1. Please select the categories that best describe your intended use of SFR (select all that apply).

COVID-19 Public Health and Economic Impacts (*Complete subsection 4A*)

Premium Pay to Essential Workers (*Complete subsection 4B*)

Investments in Infrastructure (*Complete subsection 4C*)

4A: COVID-19 Public Health Impacts and Economic Impacts

4A-I: COVID-19 Public Health Impacts

If you select any uses under 4A-I, please also complete section 4A-III: Public Sector Capacity & General Provisions.

2. Do you plan to use SFR for the following public health and medical expenses? Select all that apply.

COVID-19 mitigation, prevention, and medical expenses, including:

COVID-19 prevention and mitigation strategies, including ventilation system improvements and developing outdoor spaces (government entities, small businesses, nonprofits, businesses in impacted industries)

Expenses related to vaccination programs, including vaccine incentives and construction or improvements of vaccination sites

Testing programs, equipment, improvements or construction of testing sites and laboratories, monitoring, contact tracing, and public health surveillance (e.g., monitoring case trends, variant genomic sequencing)

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COVID-19 prevention and treatment equipment, such as ventilators and ambulances, medical and PPE/protective supplies and support for isolation or quarantine

Improvement or construction of medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms), temporary medical facilities and other measures to increase COVID-19 treatment capacity, emergency operations centers, and emergency response equipment

Capital investments in public facilities to meet pandemic operational needs, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics

Technical assistance on mitigation of COVID-19 threats to public health and safety, public communication efforts, enforcement of public health orders, establishment and enhancement of public health data systems, and public telemedicine capabilities

Support for prevention and mitigation in congregate living facilities, public facilities, and schools

Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers, or out-of-pocket costs for individuals

Treatment of long-term symptoms or effects of COVID-19

Paid family and medical leave for public employees to comply with COVID-19 public health precautions

Emergency medical response expenses

Behavioral health care programs, including:

Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction, or long-term recovery support

Behavioral health facilities and equipment or enhanced behavioral health services in schools

Services for special populations (for example, mental health first responder programs to divert individuals experiencing mental illness from the criminal justice system or services for pregnant women or infants born with neonatal abstinence syndrome)

Support for equitable access to reduce disparities in access to high-quality behavioral health treatment

Peer support groups, costs for residence in supportive housing or recovery housing, and hotline services

Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery

Preventing and responding to violence, including:

Community violence intervention programs, including evidence-based practices like focused deterrence, wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance

Law enforcement officers focused on advancing community policing; enforcement efforts; or technology and equipment to support law enforcement response for communities experiencing increased gun violence due to the pandemic

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Other (please specify):

4A-II: COVID-19 Economic Impacts

If you select any uses under 4A-II, please also complete section 4A-III: Public Sector Capacity & General Provisions

3. Do you plan to use SFR to assist households that have been economically impacted by COVID-19? If so, select type(s) of program below:

Assistance for food; emergency housing needs; burials, home repairs, or weatherization; internet access or digital literacy; cash assistance; and assistance accessing public benefits

Paid sick, medical, or family leave programs, or assistance to expand access to health insurance

Childcare, early learning services, home visiting, or assistance for child welfare-involved families or foster youth

Programs to address the impacts of lost instructional time for K-12 students

Development, repair, and operation of affordable housing and services or programs to increase long-term housing security; services for homeless individuals, including temporary residences for people experiencing homelessness

Financial services that facilitate the delivery of Federal, State, or local benefits for unbanked and underbanked individuals

Benefits for the surviving family members of individuals who have died from COVID-19, including cash assistance to surviving spouses or dependents of individuals who died of COVID-19

Job training assistance for individuals who are unemployed, underemployed, or seeking a position with greater opportunities for economic advancement

Contributions to State unemployment insurance trust funds

Other (please specify):

4. If you will use SFR to assist impacted households, how will you determine household eligibility?

Low- and moderate-income households as defined in the final rule (up to 300% FPG or 65% AMI)

Households that also qualify for the for the Children's Health Insurance Program (CHIP); Childcare Subsidies through the Child Care and Development Fund (CCDF); or Medicaid

Households that experienced increased food insecurity

Households that experienced unemployment or workers who are underemployed

Households that also qualify for the National Housing Trust Fund and Home Investment Partnerships Program (for affordable housing projects only)

Households facing homelessness, households at risk of eviction or foreclosure, or households that experienced increased housing insecurity during the public health emergency

Individuals who lost instructional time in K-12 schools during the public health emergency (for services to address lost instructional time only)

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- a. For programs/services that will serve any households that do not meet the thresholds set above, please describe how the populations or areas you will serve are impacted by the pandemic.

5. Do you plan to use SFR to assist households disproportionately impacted by COVID-19? If so, select type(s) of program below:

Services to address health disparities. Please explain:

Housing vouchers and relocation assistance

Investments in communities to promote improved health outcomes and public safety such as parks, recreation facilities, and programs that increase access to healthy foods

Capital expenditures and other services to address vacant or abandoned properties

Services to address educational disparities, including assistance to high-poverty school districts to advance equitable funding across districts and geographies and evidence-based services to address the academic, social, emotional, and mental health needs of students

Remediation of lead paint or other lead hazards, including remediation to address lead-based public health risk factors, outside of lead in water (such as evaluation and remediation of lead paint, dust, or soil hazards; testing for blood lead levels; public outreach and education; and emergency protection measures)

Facilities and equipment related to the provision of these services to the disproportionately impacted household, population, or community

Other (please specify):

6. If you are using SFR to provide assistance to disproportionately impacted households, how will you determine disproportionate impact?

These programs/services will be provided exclusively in Qualified Census Tracts (QCTs) or to households from QCTs¹

Serving low-income households as defined in the final rule (up to 185% FPG or 40% AMI)

Serving households that qualify for Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs; Medicare Part D Low-income Subsidies; Supplemental Security Income (SSI); Head Start and/or Early Head Start; Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); Section 8 Vouchers; Low-Income Home Energy Assistance Program (LIHEAP); or Pell Grants

Title I eligible schools, as described in the final rule

- a. For programs/services that will serve households that do not meet the thresholds above, please describe how the populations or areas you will serve are disproportionately impacted by the pandemic.

¹ U.S. Department of Housing and Urban Development (HUD), Qualified Census Tracts and Difficult Development Areas, <https://www.huduser.gov/portal/datasets/qct.html> (last visited March 11, 2022).

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7. Do you plan to use SFR to provide assistance to small businesses economically impacted by COVID-19? If so, select type(s) of assistance below: (please see footnote for Treasury’s definition of small businesses)²

Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs

Technical assistance, counseling, or other services to support planning

Assistance targeting startups and microbusinesses that faced increased startup costs, had greater difficulty accessing credit, or lost expected capital funding due to the pandemic

Other (please specify):

- a. Please describe the economic impacts that the intended beneficiaries have faced due to the COVID-19 pandemic (e.g., decreased revenue, financial insecurity, increased costs, difficulty to weather financial hardship, challenges covering payroll, rent or other operating costs):**

8. Do you plan to use SFR to assist small businesses disproportionately impacted by COVID-19? If so, select type(s) of assistance below:

Rehabilitation of commercial properties, storefront improvements, and façade improvements

Technical assistance, business incubators and grants for start-up or expansion costs for small businesses

Support for microbusinesses, including financial, childcare, and transportation costs

Other (please specify):

- a. Will these programs/services be provided to businesses exclusively in QCTs³?**

Yes

No

- b. For programs/services that will serve any small businesses outside of QCTs, please describe how the businesses you will serve are disproportionately impacted by the pandemic.**

9. Do you plan to use SFR to provide assistance to nonprofits economically impacted by COVID-19? If so, select type(s) of assistance below: (please see footnote for Treasury’s definition of nonprofits)⁴

Loans or grants to mitigate financial hardship such as declines in revenues (e.g., lower donations or fees) or increased costs (e.g., uncompensated increases in service needs)

Technical assistance

Other (please specify):

² Note: Per Treasury, a small business eligible to receive SFR assistance as a beneficiary is defined as “a business concern or other organization that: 1) has no more than 500 employees or, if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates; and 2) is a small business concern as defined in section 3 of the Small Business Act (15 U.S.C. 632)” (final rule, p.4377).

³ U.S. Department of Housing and Urban Development (HUD), Qualified Census Tracts and Difficult Development Areas, <https://www.huduser.gov/portal/datasets/qct.html> (last visited March 11, 2022).

⁴ Note: Per Treasury, a nonprofit eligible to receive SFR assistance as a beneficiary is defined as a “nonprofit organization that is exempt from Federal income taxation and that is described in section 501(c)(3) or 501(c)(19) of the Internal Revenue Code” (final rule, p. 4447).

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- a. Please describe the economic impacts that the intended beneficiaries have faced due to the COVID-19 pandemic (e.g., decreased revenue, financial insecurity, increased costs, difficulty to weather financial hardship, challenges covering payroll, rent or other operating costs):

10. Do you plan to use SFR to assist nonprofits disproportionately impacted by COVID-19 (i.e., nonprofits in QCTs)? If so, indicate type(s) of assistance below:

Please provide a description of the assistance:

- a. For programs/services that will serve any nonprofits outside of QCTs, please describe how the nonprofits you will serve are disproportionately impacted by the pandemic.

11. Do you intend to use SFR to aid an industry impacted by the economic effects of COVID-19? If so, please select the type of assistance below:

Aid to mitigate financial hardship due to declines in revenue or profits by supporting payroll costs

Support of operations and maintenance of existing equipment and facilities, such as rent, leases, and utilities

Aid for technical assistance, counseling, and other services to assist with business planning needs

Aid to support the safe reopening of businesses

Direct spending by agency/department to promote an industry

Other (please specify):

- a. Please select the industry you will assist:

Tourism, Travel, and Hospitality

Agriculture, Forestry, Fishing, and Hunting⁵

Another industry that faced a negative economic impact due to the COVID-19 pandemic (please specify):⁶

- b. Please confirm that assistance under this category will only be provided to businesses, attractions, and business districts that were operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. I Confirm.

4A-III: Public Sector Capacity & General Provisions

12. Do you plan to use SFR to cover payroll expenses for public health and safety staff?

Yes

No (skip a)

- a. Please confirm that SFR will only be used for payroll and benefits of public safety, public health, health care, human services, and similar employees for the portion of the employee's time

⁵ CFO approved Vermont's Agriculture, Forestry, Fishing, and Hunting (as defined by NAICS Code 11) industry as an impacted industry on May 11, 2022.

⁶ For guidance on how to establish another impacted industry that experienced impact due to COVID-19 commensurate with Tourism, Travel, and Hospitality, contact CFO.

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spent mitigating/responding to COVID-19 or using the administrative convenience below.

Yes

No

Administrative convenience: Public health and safety employees may be considered entirely devoted to mitigating/responding to the COVID-19 emergency if the employee, or their operating unit or division, is primarily dedicated to responding to the COVID-19 emergency (i.e., more than half of the employee, unit, or division's time is dedicated to responding to COVID-19). You may consider other presumptions for assessing the extent to which an employee, division, or operating unit is engaged in COVID-19 activities, provided that you reassess periodically and maintain records to support your assessment. Examples include payroll records, attestations from supervisors or staff, or regular work products and correspondences demonstrating work on the COVID-19 response.

13. Do you plan to use SFR for the following expenses related to government employment or public sector staff?

Providing additional funding for employees who experienced pay cuts and furloughs

Retaining workers (designed to persuade employees to remain with the State as compared to other employment options)

Ancillary administrative costs associated with the SLFRF-funded programs above (e.g., publishing job postings, reviewing applications, training new hires)

14. Do you plan to use SFR for costs to improve the design/execution of programs responding to the COVID-19 pandemic or improve the efficacy of programs addressing negative economic impacts? If so, select type(s) of improvements below:

Program evaluation and evidence resources to support building and using evidence to improve outcomes

Data analysis resources to gather, assess, and use data for effective policymaking

Technology infrastructure resources to improve access to and the user-experience of government information technology systems, such as upgrades to hardware and software, improvements to public-facing websites or data management systems, or measures to adapt government operations to the pandemic (e.g., video-conferencing software)

Community outreach and engagement resources to improve equity and effective implementation programs

Reduction of backlogs resulting from pandemic-related shutdowns

Repair or maintenance in response to greater use of public facilities during the pandemic (e.g., increased use of parks resulting in damage or increased need for maintenance)

15. Do you plan to use SFR for any other projects to support public sector capacity?

Yes

No

If yes, please provide a description of the use of funds below:

⁷ Treasury adopts several definitions from the Uniform Guidance at 2 CFR 200.1, including for capital expenditures, capital assets, equipment, and supplies. Per the Uniform Guidance, the term "capital expenditures" means "expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life." The term "capital assets" means "tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with [Generally Accepted Accounting Principles]." Capital assets include lands, facilities, equipment, and intellectual property. Equipment means "tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000." Supplies, which means all tangible personal property other than those included as "equipment," are not considered capital expenditures.

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16. Do you plan to use SFR for capital expenditures⁷ related to any uses identified in section 4A of this Questionnaire? For projects related to water, sewer, and broadband infrastructure, capital expenditure justification requirements do not apply – please see section 4C.

Yes

No (Please skip a and b below)

a. Please indicate whether the total expected capital expenditure of any project in your program will exceed \$1 million (if expected capital expenditures are unknown for projects, please provide further information under part b)⁸

Under \$1 million

(Projects under \$1 million do not require a Written Justification.)

Greater than or equal to \$1 million – please confirm amount:

(Recipients are required to complete a Written Justification, which must include a description of the harm or need to be addressed, an explanation of why the capital expenditure is appropriate, and a comparison of the proposed capital project against at least two alternative capital expenditures and a demonstration of why the proposed capital expenditure is superior).

b. Please describe the capital expenditures below:

4B: Premium Pay

17. Will you provide premium pay to essential workers⁹ directly or to employers of essential workers?

Essential Workers Directly

Employers of Essential Workers

a. Please describe the formula you plan to use for calculating premium pay.

b. Please confirm that eligible workers will only receive premium pay for essential work performed during the public health emergency.¹⁰

Work that (1) is not performed while teleworking from a residence; and (2) involves either (i) regular in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or (ii) regular physical handling of items that were handled by, or are to be handled by patients, the public, or coworkers of the individual that is performing the work

Yes (only for essential work)

No

*Note: Questions 17.c. and 17.d. are prompted by the following requirement: If premium pay does increase a worker's total pay above 150% of the state's average annual wage for all occupations or their residing county's average annual wage **and** the worker receiving premium pay is exempt from the FLSA overtime provisions, the State must provide Treasury a written justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency.*

c. Does the premium pay increase a worker's total pay above 150% of State of Vermont or their residing county's average annual wage for all occupations (as defined by the Bureau of Labor Statistics Occupational Employment and Wage Statistics), whichever is higher, on an annual basis?

Yes

No

⁸ For more context on the use of appropriations, programs and projects as they relate to SFR funding, please refer to the [SFR Process and Policy Guidance](#).

⁹ Please see page 4446 of the final rule for Treasury's definition of eligible workers who can receive premium pay.

¹⁰ The final rule defines "COVID-19 public health emergency" as the period beginning on January 27, 2020 and lasting until the termination of the national emergency concerning the COVID-19 outbreak declared pursuant to the National Emergencies Act (50 U.S.C. 1601 *et seq.*) (p. 4446).

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d. Are the worker(s) receiving premium pay exempt from the FLSA overtime provisions?

Yes

No

e. Please confirm that the premium pay would be entirely additive to a worker's regular wage and other remuneration and would not be used to reduce or substitute for a worker's normal earnings.

Yes (confirmed)

No (not confirmed)

f. Please confirm that no eligible worker will receive a premium pay amount above \$13 per hour, not to exceed \$25,000 in aggregate over the period of performance.

Yes (confirmed)

No (not confirmed)

4C: Investments in Infrastructure

18. Do you plan to use SFR for any of the following water and sewer infrastructure projects? If so, select type(s) of project below:

Construction of publicly owned treatment works or decentralized wastewater treatment system

Nonpoint source pollution management, source rehabilitation, or source condemnation

Stormwater and subsurface drainage water project

Water conservation, efficiency, reuse, or recycling

Development of a conservation or management plan

Watershed projects

Energy efficiency improvements or security measures at publicly owned treatment works

Facilities to improve drinking water quality

Treatment, transmission, and distribution

Green infrastructure, including green roofs, rainwater harvesting collection, and permeable pavement

Storage, consolidation, and new systems development

New community water systems, purchase of water systems, or interconnection of systems

Installation, repair, or replacement of private septic units, including connecting homes served by a private well to a public water system

National estuary program project

Technical assistance to ensure compliance with the Clean Water Act

Projects that improve access to and provision of safe drinking water for individuals served by residential wells*

Culvert repair, resizing, and removal*

Expansion of drinking water service infrastructure to support increased population*

Dam and reservoir rehabilitation, if the primary purpose is for drinking water the project is necessary to supply drinking water*

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SFR will not be used for general infrastructure projects that are neither necessary in response to the COVID-19 public health emergency nor relate to water, sewer, or broadband.

SFR will not be used for general economic development or general workforce development.

SFR will not be used to meet the non-federal cost-share or matching requirements of other federal programs, unless specifically provided for by statute (e.g., the Infrastructure Investment and Jobs Act provides that SFR funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment project).

SFR will not be used for debt service. This restriction applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

SFR will not be used to replenish a budget stabilization fund, rainy day fund, or similar reserve account.

SFR will not be used to cover expenses under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding, except to the extent the judgment or settlement requires the provision of services that would respond to the COVID-19 public health emergency.

Excluding payments made to beneficiaries (as approved by the CFO), your agency/department will not provide advance payments to subrecipients and will instead fund expenses on a reimbursement basis only.

Your agency/department will use SFR in accordance with [Bulletin 5 Bulletin 3.5](#), the [October 1, 2021 addendum](#) on solicitation requirements, and Uniform Guidance (2 CFR part 200), including cost principles and restrictions on general provisions for selected items of cost.

Your agency/department will maintain financial records and supporting documents related to the SFR award for a period of five years after all funds have been expended or returned to Treasury, whichever is later.

SFR will not be used in violation of the conflict-of-interest requirements contained in the [Award Terms and Conditions](#), including any self-dealing or violation of ethics rules.

Your agency/department will obligate¹¹ funds between March 3, 2021, and December 31, 2024, with a period of performance that can run up to December 31, 2026. SFR Funds must be expended by December 31, 2026.

- 2. If you left any of the boxes in this section unchecked, please provide additional justification.**
- 3. Please provide any additional comments or information that you think may be relevant to our review if they have not been covered by other parts of this questionnaire.**

¹¹ Final rule defines obligation as “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” (p. 4447).