

State of Vermont, Agency of Administration

CRF Grant Program Design Questionnaire

INTRODUCTION

The Agency of Administration has established the COVID-19 Financial Office (CFO) to oversee the distribution of money from the Coronavirus Relief Fund (CRF). The CFO is charged with warranting Vermont’s compliance with the federal and state eligibility, documentation, and auditing conditions of the CRF.

Your entity has received a CRF legislative appropriation to distribute through a CRF Grant Program. The CFO requires that all entities distributing CRF money receive approval of their proposed CRF Grant Program prior to the program’s receipt of applications.

This grant design questionnaire requests details of your proposed CRF Grant Program to help warrant compliance with CRF guidance and regulation. Please return this completed questionnaire to Douglas.Farnham@vermont.gov and lhashem@guidehouse.com minimum of one week prior to the proposed launch of your CRF Grant Program. One questionnaire should be submitted for each CRF Grant Program you are administering. The questionnaire includes four parts:

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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. Technical form questions can be sent to lhashem@guidehouse.com

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PART 1: GENERAL INFORMATION

1. Entity Name:

2. Contact Name:

3. Contact Email:

4. Grant Program Name:

5. Legislation Act and Section Number and/or Excess Receipts Spending Authority:

6. Total Appropriated:

7. Grant Program Intent:

8. Target Beneficiaries (select all that apply):

Individuals Public Entities Private Entities Non-Profit Entities

9. Grant Type: Cash Assistance In-Kind

10. Will the Grant Program require an application or proposal? Yes No (skip to 11)

If you have already drafted the grant application, please attach it to your completed form.

a. Expected Launch Date:

b. Expected Deadline for Applications:

c. Expected Date of Notification:

d. Expected Date of Issuance:

e. Minimum Award (if applicable):

f. Maximum Award (if applicable):

g. If there are multiple rounds, what is the intended timeline for each additional round?

h. How will applications be submitted and processed? If an IT system is being used, please name it.

i. Which of the following methods for collecting required assurances are you planning to use:

All assurances will be included in the application

Assurances will be included in both the application and grant award

j. How will you uniquely identify applicants (i.e. DUNS, EIN)?

k. Will applicants be required to use and/or apply for other federal funds to cover their expenses before applying to the grant program? Yes No

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l. Will the program require applicants disclose other sources of federal funding that they have applied for and/or received to cover their costs/lost revenues? Yes No (skip to m)

i. Do you plan to verify other sources of funding and/or funding amounts that applicants received? Yes No

m. If you have identified other potential sources of federal funding your applicants may be eligible for, please provide that list.

n. How will your grant program distribute limited grant funding (i.e. adjusting the percentage received by all applicants based on the total amount requested by all applicants, prioritizing applicants who have not received other federal funds, "first come, first served", etc.)?

i. Will your grant program consider applicants' other sources of federal funding in the calculation of the grant award? Yes No

1. If no, how are you preventing duplication of benefits?

o. What post-application reporting, if any, will be required of recipients?

p. If post application reporting is required, have you identified reporting deadlines? Yes No

i. If yes, what are the deadlines?

11. What types of costs are being covered by your program?

COVID-19 Related Costs (complete Part 2)

A direct cost that can be attributed to COVID-19 and can be supported by documentation (i.e. invoice, payroll)

Revenue Losses (complete Part 3)

A decline in business revenue directly related to COVID-19 public health measures (i.e. business closing, capacity restrictions)

Both of the above (complete Part 2 and Part 3)

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PART 2: USE OF CRF FUNDS TO COVER COVID-19 RELATED COSTS

1. Will the grant program cover backward-looking, incurred costs? Yes No (skip to 2)
- a. What supporting documentation will applicants be required to provide to verify their incurred costs?
- Invoices Proof of Payment Expenditure Detail Payroll Data Other:
- b. What formula will be used to determine the grant amount received by applicants?
- c. How will the grant program validate that the incurred costs are COVID-19 related?
2. Will the grant program cover forward-looking, projected costs? Yes No (skip to 3)
- a. What supporting documentation will applicants provide to estimate their projected costs?
- b. What formula will be used to determine projected costs?
- c. What formula will be used to determine the grant amount that you will award applicants?
- d. What is your reconciliation process and timeline for reviewing actual costs vs. projected costs?
3. Will the grant program provide funds to pre-pay any costs that are, under normal circumstances, spread over multiple months/years? *Example: prepaid monthly rent/mortgage* Yes No

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4. Will the grant program fund costs for any capital improvement/investment projects? Yes No (skip to 5)

a. Describe the nature of the capital improvement projects that the grant program will fund, including the relation of these projects to the COVID-19 pandemic.

b. Are the capital improvement projects temporary? Yes No

c. What is the timeline required for completion of grantees' capital projects?

5. Will the grant program be used to purchase any assets? Yes No (skip to 6)

a. Describe the types of asset purchases allowed by the grant program.

b. Will the assets purchased using grant funds be sold or decommissioned prior to December 31, 2021?
 Yes No

6. How will the grant program validate that costs were incurred/will be incurred between March 1, 2020 and December 31, 2021? Please note that the Agency of Administration requires that entities request authorization by February 1, 2021 for any continued CRF spending after January 31, 2021.

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PART 3: USE OF CRF FUNDS TO COVER REVENUE LOSSES

1. Will the grant program cover backward-looking, incurred revenue losses? Yes No (skip to 2)

a. What supporting documentation will the applicant provide to verify their incurred revenue losses?

b. What allocation formula will be used to determine the lost revenue payment amount awarded to grantees?

2. Will the grant program cover forward-looking, projected revenue losses? Yes No (skip to 3)

a. What supporting documentation will applicants provide to estimate their projected revenue losses?

b. What formula will be used to project revenue losses?

c. What is your reconciliation process and timeline for reviewing actual vs. projected revenue losses?

3. How will the grant program validate that revenue losses occurred/will occur between March 1, 2020 and December 31, 2021? Please note that the Agency of Administration requires that entities request authorization by February 1, 2021 for any continued CRF spending after January 31, 2021.

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PART 4: MISCELLANEOUS

1. Which of the following unusual situations apply?

- Grant funds will be used to cover costs incurred or revenue lost outside of the period beginning on March 1, 2020 and ending on December 31, 2021
- This grant program will cover costs focused on a future pandemic after December 31, 2021.
- Grant funds will be allocated to help individuals or entities meet their tax obligations
- This Grant Program will use funds from both CRF and non-CRF sources
- This Grant Program will fund ongoing lease payments as a lump sum?

a. If any of the above are checked, please provide details.

2. If you plan to use CRF to cover payroll, please review the updated payroll guidance to help ensure CRF-eligibility of your payroll expenses. Are your incurred /anticipated FY20 and FY21 CRF payroll expenses aligned with the updated payroll guidance? Does your intended use of CRF for payroll expenses match the most recent payroll guidance?

Yes (Skip to 3) No

a. If no, please provide details on the payroll expenses you plan to cover using CRF.

3. Please describe any additional grantee requirements you have included in your grant program.

4. Please provide any additional comments or information that you think may be relevant to our review if it has not been covered by this questionnaire.