**TO:**

**FROM:**

**THRU:**

**DATE:**

**SUBJECT:**

***[INSERT INTRODUCTION]***

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** |  |
| **1** | **Grant #** |  |
| **2** | **Grant Title:**  |  |
| **3** | **Grantee Name** |  |
| **4** | **Total Award Amount** | **$** |
| **5** | **Grantee Contact Name, Title**:  |  |
| **6** | **Grantee Contact Phone, Email:**  |  |
| **7** | **Grantee Address:**   |  |
| **8** | **Award Start Date:**  | 03/01/2020 |
| **9** | **Award End Date:**   | 12/30/2020  |

***Background***

***Application and Eligibility***

***Conditions of Receipt***

State of Vermont Grant Agreement

| **STATE OF VERMONT CRF GRANT AGREEMENT** |
| --- |
| **Section I - GENERAL GrANT Information** |
| 1 **Grant #:**  | 2 **Grant Title:** |
| 3 **Total Award Amount:** | 5 **Award Start Date:****03/01/2020** | 6 **Award End Date:****12/30/2020** |
| 7 **Grantee Name**   | 8 **Vendor #:**  |
| 9 **Grantee Address:**  |
| 10 **City:**   | 11 **State:**   | 12 **Zip Code:**  |
| 13 **State Granting Agency:**  | 14 **Business Unit:**  |
| 15 **Subrecipient Award:** Yes | 16 **Match/In-Kind:**No |  |  |  |
| **Section II - SUBRECIPIENT AWARD INFORMATION (required only if Box 15 is checked “YES”)** |
| 17 **Grantee DUNS #:**  | 18 **Indirect Rate:** N/A | 19 **FFATA:** YES [ ]  NO [ ]  |
| 20 **R&D:** No |
| 21 **DUNS Registered Name** *(if different than VISION Vendor Name in Box 11)***:**  |
| **section iii - FUNDING ALLOCATION** |
| **THIS AWARD CONTAINS FEDERAL FUNDS AS DETAILED BELOW** | **Required Federal Award Information:** **The below information represents the Federal Award received by the State of Vermont and is required to be on this document by the Federal Government if available at the time of award.** |
| 22**CFDA#** | 23**Federal Award Project Description** | 24**Award Amount** | 25**FAIN** | 26**Federal Award Date** | 27**Total Federal Award** |
| 21.019 | Coronavirus Relief Fund |  | Not Available at time of this award | XX/XX/XXXX | $1.25 Billion |
|  | 28 **Federal Awarding Agency:**  US Department of Treasury |
| **Total Funds Awarded under this action:** |  |  |
| **section Iv - CONTACT INFORMATION (Optional)** |
| **STATE GRANTING AGENCY** | **GRANTEE** |
| **NAME:**  | **NAME:**  |
| **TITLE:**  | **TITLE:**  |
| **PHONE:**  | **PHONE:**  |
| **EMAIL:**  | **EMAIL:**  |