VERMONT

VERMONT ECONOMIC PROGRESS COUNCIL

VERMONT EMPLOYMENT GROWTH INCENTIVE

Online System and Application Instructions
For:

VEGI Pre-Application
VEGI Initial Application
VEGI Final Application
VEGI Annual Claim

CONTACT INFORMATION

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Introduction

This manual provides details on how to utilize the *VEGI Application and Claim System* to create and file applications (Pre, Initial, and Final) and claims for the Vermont Employment Growth Incentive program.

It is important to review these instructions to familiarize yourself with the online system and the application process and requirements.

It is important that you contact your Regional Development Corporation (RDC) for additional assistance and guidance within filing this application. RDCs also provide assistance in obtaining documentation needed from the Regional Planning Commission and the municipality where the project will take place. To find the RDC for your project, refer to the list on the [ACCD website](#).

SECTION A. ONLINE APPLICATION SYSTEM

1.   IT System Requirements

The *VEGI Application & Claim System* was designed so that the vast majority of computer users will be able to use the system with little or no change to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most personal computers or Macs.

1.a.   Operating System

The *VEGI Application & Claim Form System* was designed for the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b.   Web Browser

The *VEGI Application & Claim System* is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. This system was designed to be compatible with all up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.c.   Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate documents in PDF format by aggregating the information and data you enter into the system. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have an Adobe Acrobat Reader you can go to www.Adobe.com and download one for free.

2.   The *VEGI Application & Claim System* Homepage

To access the Internet portal for the *VEGI Application & Claim System*, go to: https://egrants.vermont.gov or type the address into the address bar of your web browser and hit "Enter".

The page you see should look like the image shown below.
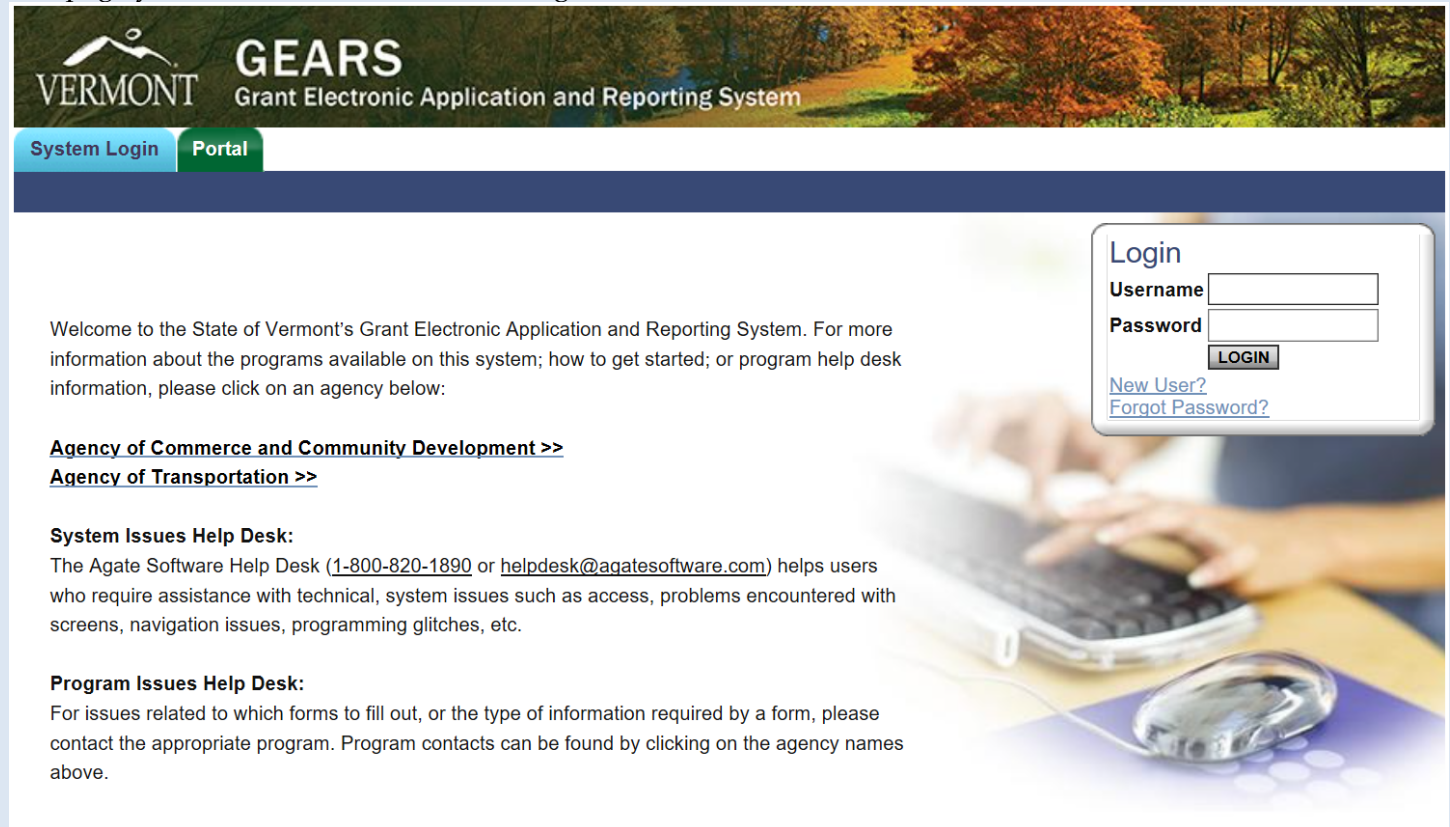
2.a.   Bookmark the Homepage

It is highly recommended that any Users who will work on or access the application or claim (anyone that creates a User Account on the system – see below) bookmark this page on your browser for easy future access during the application and claim processes.

2.b.   Browser Configuration: Internet Explorer

In order to avoid various browser-related restrictions unnecessarily placed on the *VEGI Application & Claim System*, please make the following configuration changes for the Internet Explorer web-browser. Other browsers may require similar configurations.

- Click "Tools"
- Click "Internet Options"
- Click the "Security" tab
- Click "Trusted Sites"
- Click the "Sites" button
- In the "Add this Web site to the zone:" textbox type "http://development.grants.vermont.gov/" and then click the "Add" button
- Click the "OK" button, and then click the "OK" button again

3.   Creating a User Account

In order to access the *VEGI Application & Claim System*, each user must create a unique User Account, have that account validated to access the system, and be assigned a unique role for your company's application. There are two basic ways to get access to the system. Users may either:

1. Request access to the system, get validated and assigned a role by a VEPC staff person (See 3.c.);
OR
2. Be granted access and assigned a role by the company's Administrator or Authorizing Official, once an Administrator and/or Authorizing Official role has been created and validated by VEPC staff (See 3.d).

Both of these processes are described below in Sections 3.c and d.

3.a.   System User Roles

System User Roles are the heart of the role-based security model employed in the *VEGI Application & Claim System*. Roles are used to define who does what in the system and what sort of actions each role can perform at different status steps in the application and claim processes. Certain forms can only be accessed and completed by certain roles and as the application (and claims) move through the process, only certain roles will be able to make changes or change the application status.

Not every role will be or must be utilized by every applicant. The two roles that *must* be filled are the *Senior Authorized Official* and the *Authorized Official*. These *must be* company officers who will certify and authorize the application before it can be submitted. This dual officer sign-off is similar to the federal Sarbannes-Oxley requirement and is in place to ensure that at least two company officers are aware of the application, its content, and the responsibilities that accompany authorization of the incentives. The company officials filling these roles must have the authority to represent the company and certify the application when submitted.

User Names and Passwords must not be shared outside your organization or among users within your organization. Only the person to whom a role is assigned can sign on to the system to perform the steps required of the person with that role. We realize that time is precious and company officers are busy people. However, the steps senior officers must take in the system are minimal. Access to the application system is ubiquitous as it is an Internet-based system that can be accessed wherever there is Internet service.

Note that this is a password protected, firewalled system designed to protect your proprietary business information. The protection of this information depends on your responsible use of User Accounts and Passwords.

Common User Role and Company Position configurations:
  Vermont Applicant Company:

Company Position:	User Role:
President/CEO	Senior Authorized Official (SAO)
VP- Finance or CFO	Authorized Official (AO)
Project Manager	Administrator
HR Director	Writer

  Multi-State/National Applicant Company:

Company Position:	User Role:
Corporate President/CEO/CFO	Senior Authorized Official (SAO)
Vermont Division President	Authorized Official (AO)
Project Manager	Administrator
HR Director	Writer

3.b.   System User Role Definitions

Senior Authorized Official (SAO)

A Senior Authorized Official (SAO) is the highest level system user within an applicant organization. For VEGI Applications, the SAO is a company officer and holds either the highest position within a Vermont-based company (CEO, President) or a senior management level position at an out-of-state parent or corporate headquarters (President, CEO, Corporate CFO, VP Finance, etc.). The SAO must be authorized by the company to represent the company and act as its designee in the application process. The SAO, together with the AO, are responsible for certifying that the application submissions by the organization are accurate and complete. Additionally, by electronically signing the application, and subsequently the Incentive Authorization Acceptance Document, the SAO certifies his/her understanding of the program requirements and accepts responsibility for the performance measures that must be met to earn the incentive. The Senior Authorized Official can perform all applicant organization related functions in the system and along with the Authorized Official and Administrator roles can initiate applications.

The Senior Authorized Official may not necessarily be the person that performs the most work on the application during the creation of the application. The Senior Authorized Official can assign an Administrator who has many of the same abilities as the Senior Authorized Official but lacks the ability to certify, sign-off on and submit the application. In most cases, the SAO will not review the application until the Administrator and/or Authorizing Official create the application and it is ready for final review and submittal. In the case of a Sole Proprietorship, the same person may have the SAO and the AO role.

Authorized Official (AO)

The AO must also be a company officer. If the applicant is a multinational company, the AO should be the senior person in the Vermont-based division of the organization. If the applicant is a Vermont-based company, the AO should be a senior officer such as a Vice President or CFO. The AO may not necessarily be the person that performs the most work on the application during the creation of the application. The Authorized Official can assign an Administrator who has many of the same abilities as the Authorized Official but lacks the ability to certify and sign-off on the application. In most cases, the AO will not review the application until the Administrator creates the application and it is ready for final review and submittal. In the case of a Sole Proprietorship, the same person may have the SAO and the AO role.

Administrator

The Administrator for an applicant company acts generally as a "project manager" and is the user with the day-to-day responsibility of managing the application process. This person will likely oversee much of the application steps and will complete the application forms, along with any Writers and/or Viewers that might be assigned. The Administrator has the ability to initiate applications and add company users to the application. In some cases, the AO will also fill this role.
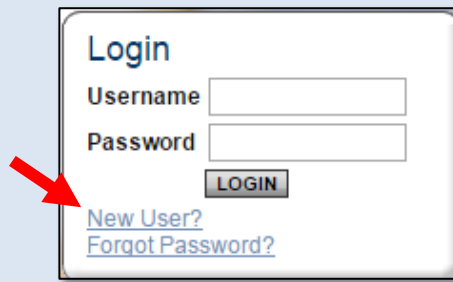
Writer

A Writer for an applicant company is a user that can contribute to the creation of an application but cannot perform the management tasks that may be necessary such as adding users or changing the application status. This person will not be able to add other users to the application and cannot disable the accounts of others in the organization.

Viewer

A Viewer has view-only permissions and therefore can only view the application and act as an internal reviewer. Viewers cannot add or delete information in the application.

3.c.   Gaining Access to the System Through VEPC Staff

The primary way to get access to the system is by being validated by a VEPC staff person. This process must be used if you are the first user from your organization that needs access to the system, usually the AO or Administrator. This process may be used by all Users to create a User account and get the account validated.

1) From the *VEGI Application & Claim System* homepage click the "New User?" link located in the "Login" box. A User registration form will appear.
2) Complete the User registration form in its entirety.
   a. The Username must consist of only letters or numbers and must be between 5 and 12 characters long. Usernames are not case sensitive.
   b. The Password must be at least 8 characters long and contain 3 of the following options: lowercase letter, uppercase letter, number, special character (!@#$%^&). Passwords *are* case sensitive.
   c. Your "Password" and "Confirm Password" must be identical.
   d. You will be prompted to change your password every 120 days.

IMPORTANT: Remember to make note of your **Username** and **Password**. You *will* need them to access the system in the future. VEPC personnel can give you your Username, but we do not know your password.

3) Click "Save" to save your user registration data.
4) Having saved your contact information, your account must then be validated by a VEPC staff person before you can access the system. Contact VEPC staff to request that your user account be validated.

   If you attempt to access the system prior to getting validated by VEPC staff, you will receive the following message:

   Your account has not been validated yet.

5) When access has been granted to you by VEPC, you will receive an email message confirming that your account has been validated. You may log into the system and, if you are an Administrator or Authorized Official, begin to create the application and/or verify accounts created by other company Users.

3.d. Gaining Access Through Your Company AO or Administrator

The second way in which you can be validated to get access to the system is by having the Authorizing Official or Administrator from your company add you as a User on the system.
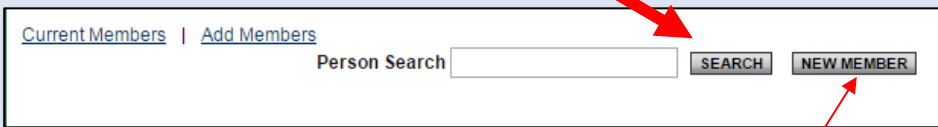
1) Validated Administrator or Authorized Official (AO) login to the system.

2) From the home screen, the AO or Administrator <u>click</u> the "Organization(s)" link:
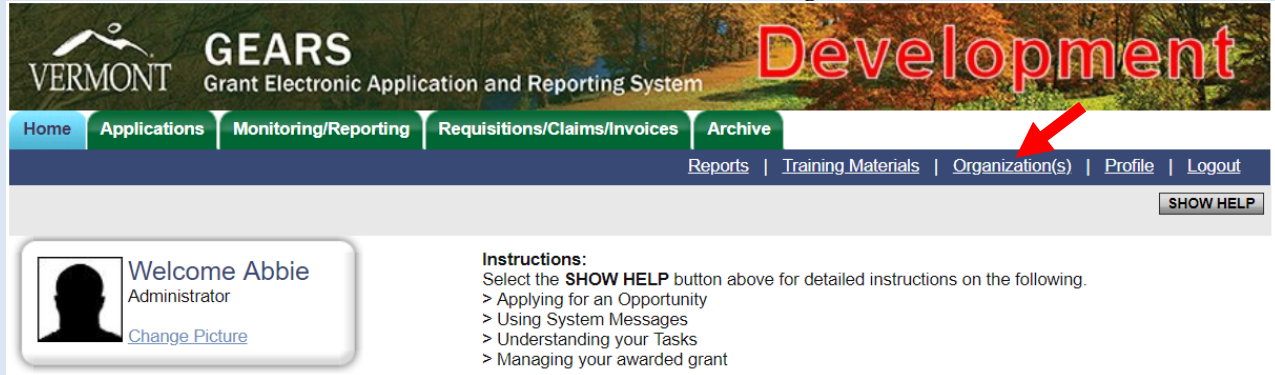
3) From the Organization screen, click the "Organization Members" link:

4) If the person whose account must be added is not shown, <u>click</u> the "Add Members" link:

5) Search for the person to be added by typing in part of the new User's name into the "Person Search" box, then click "Search" button.
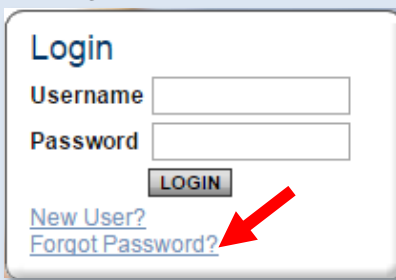
a) If the user exists because he or she created a "New User" account (See Section 3c), the name will be shown below the search box. Check the checkbox next to the person, assign a user role (see above for role definitions) from the dropdown, fill in the active dates, and click the "Save" button to add the user.

b) If no users were found that matched the search criteria, the organization's administrative user should proceed to Step 6 below.

6) If no match is found on the system, click the "New Member" button. Basic demographic information must be entered for the user requiring an account. When the information has been entered, click "Save" button. Then repeat steps 3) through 5a) above to add member to the company.

3.e.   Forgotten Password or Reset Your Password

If a User has forgotten their password or would like to change their password, following are the steps to make those changes:

Forgotten password:

1) From the *VEGI Application & Claim System* homepage click the "Forgot Password?" link located in the "Login" section.


2) On the next screen, enter your Username and the email address you entered when you first created a user account.

3) Click "Reset My Password And Email Me The New One." If a Username and matching email address are found, the system will send you a new password.

4) You can then log in using this new password assigned by the system. These temporary passwords are not easy to remember as they are long and difficult, so please change your password to a new permanent password for your use.

To reset or change your password:

If you performed the "Forgot Password" steps or would like to edit/change your existing password:

1) Log in using your Username and the Password the system assigned to you OR your current password that you would like to then change.

2) Click on "Profile":
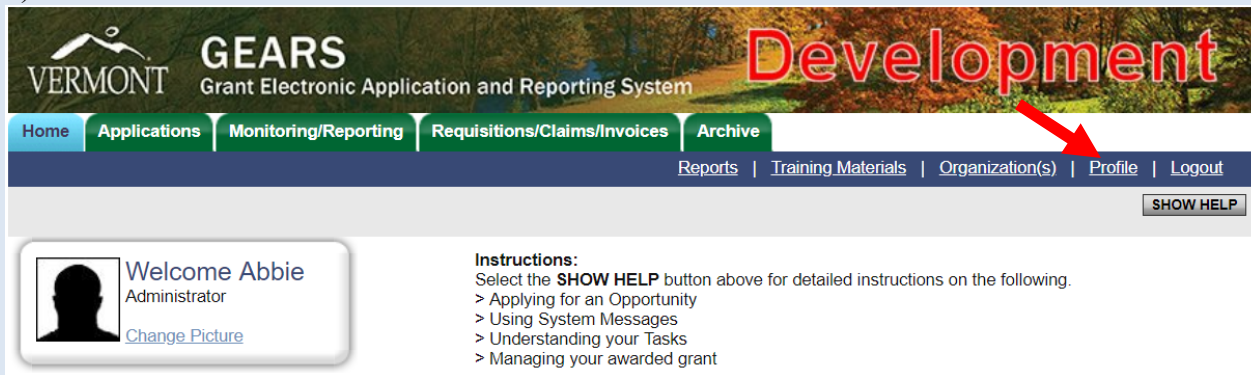
3) Enter a new password in the appropriate boxes (highlighted in the screenshot below) and click "Save".

4) The Password must be at least 8 characters long and contain 3 of the following options: lowercase letter, uppercase letter, number, special character (!@#$%^&).

5) Passwords *are* case sensitive.

6) Your "Password" and "Confirm Password" must be identical.

4. Communications from VEPC and the VEGI Application & Claim System

During the VEGI application process, you will receive detailed emails directly from VEPC staff at each step. It is essential that you *fully read and closely follow the instructions* in these emails to keep your application on schedule and complete. Most application process emails from VEPC staff will indicate a date by which an action must be taken.

Depending on your User Role, you will also receive email notifications at appropriate times as the status of your application progresses through the system. There are two places that the *VEGI Applications and Claim System* sends the automatic notifications:

4.a.   Automatic Email Notifications

Throughout the application process, email notifications will automatically be sent to the email address Users entered in their User registration. Therefore, it is imperative that you include an active, frequently used email

address when creating your User Account. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

These emails will come from the address "SOV-EGrantsNoReply." In most cases, if you are receiving an automatic system email message it is because you need to take an action regarding your company's application. Do not ignore these emails. You might receive a message for information only, in which case, you are cc'd on the message.

4.b.   System Messages

The automatic email messages sent to you are also kept together in an area called "My Inbox" on the home screen of your account. You can view current messages in your inbox by clicking the "Open Inbox" button. Unread messages are shown in your inbox. You can view all system messages by clicking on the "View All System Messages" link.
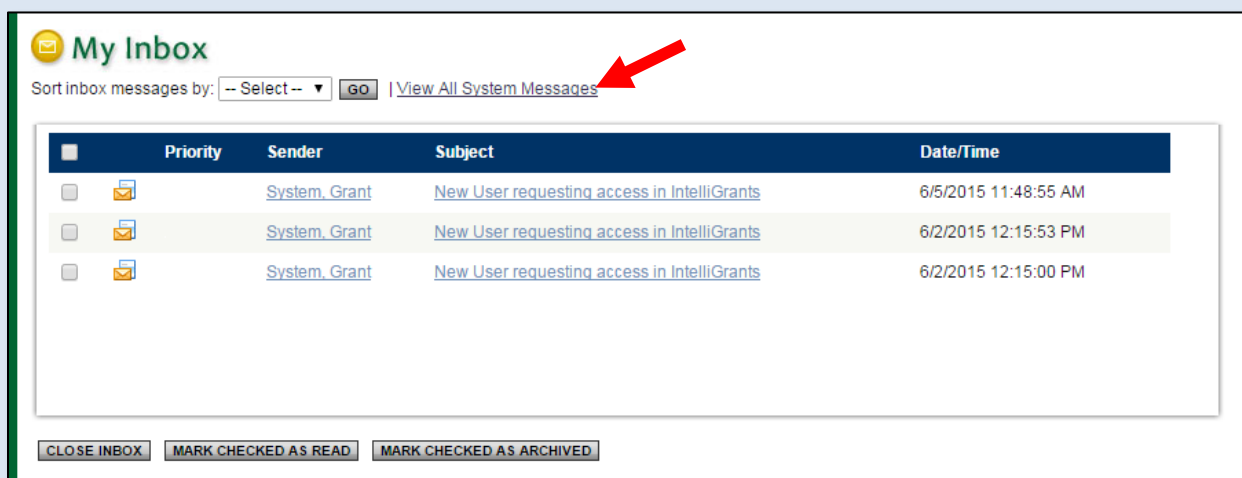
Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and perform any of the following actions:

7) Close,
8) Print, or
9) Archive the message

Clicking the "Related Document" link will bring you directly to the application or claim the message is referencing.

Automatic email notification and system messages will help you track the status of your application in the *VEGI Application & Claim System* and will keep you up-to-date on the progress of your incentive related items.
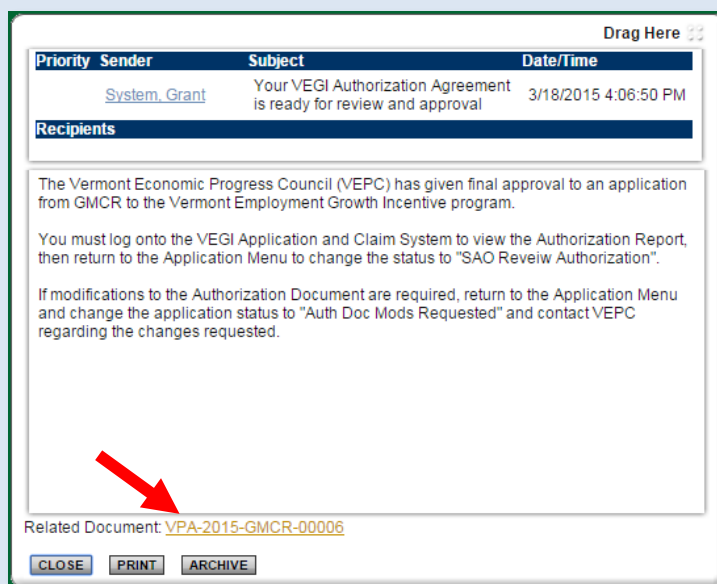
5. VEGI Application Main Menu

5.a. Application Menu

This is the main application menu from which you can choose a link to view, edit or complete your VEGI application forms, change the status of your application, utilize application management tools, and access other documents related to the application, such as the annual claim.

See detail on each section below. This is an overview of the menu; specific instructions to create and complete a VEGI application follow in Section B.
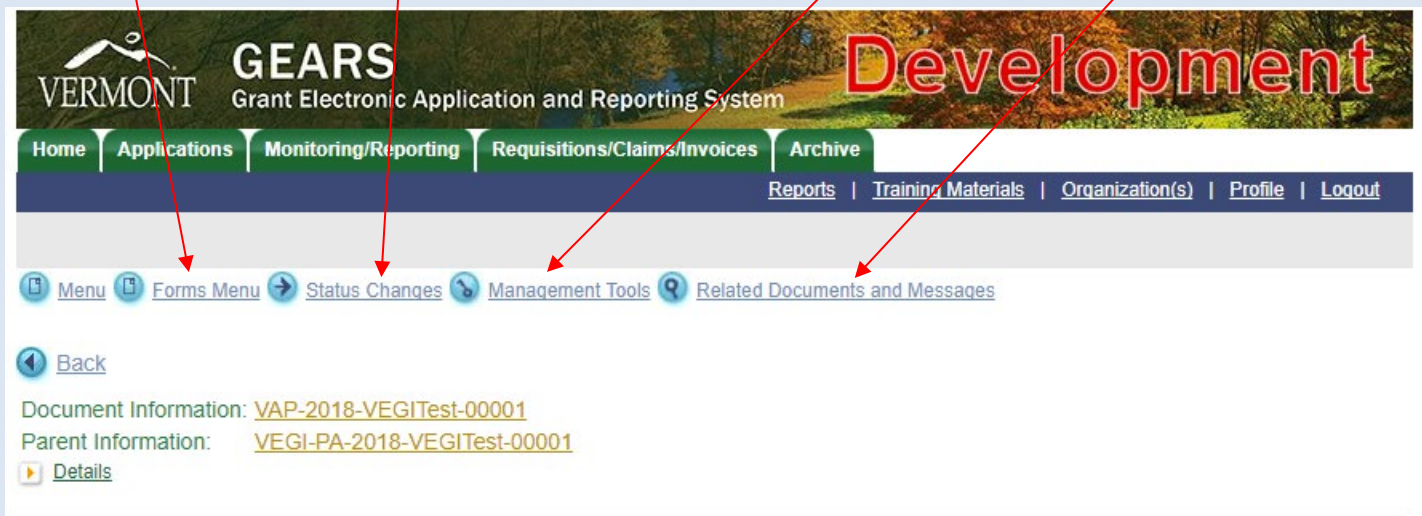
5.b. Application Snapshot

The Application Menu also includes an Application Progress Bar indicating your progress in filling out whichever document you are completing. Note that the bar indicates your progress completing the application, NOT your progress in the overall process. The bar will show separate progress for the Pre-Application, Initial Application, and the Annual Claim. The bar will not reset when you are completing a Final Application because you are really just modifying the Initial Application.

5.c. Forms Menu

The "View Forms" section is where the vast majority of the work in a VEGI application is completed. Click the "Forms Menu" link to access the application forms menu and complete, view, or edit your application forms.

This section contains all of the forms that are required to be completed prior to the submittal of a VEGI application. The menu shown below is for an Initial or Final Application. The menu will be shorter for a Pre-Application or Annual Claim. To create or edit an application form simply click the name of the form.

5.d.   Form Navigation

When you are in a form, you can click the "Forms Menu" link to return to the main menu of forms from within any form in the application or hover on the "Forms Menu" button and choose from the form list that appears:

You can also navigate back to the Forms Menu by clicking here, or go to the main application menu by selecting either the Document Information link or the "VEGI Application Menu" link:
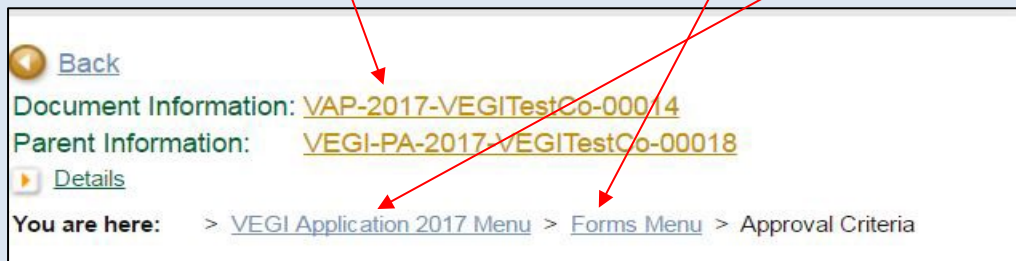
5.e.   Change the Status

Company Users with specific roles must change the application status at appropriate steps during the application process to push the application to the next status level. Only the User with the appropriate role will see the available status options and have permission to change the status. To view the status options available at a particular status, click or hover on the "Status Changes" link.

To change the application status, click the "Apply Status" button located **under** the status to which you wish to advance the application.

5.f. Access Management Tools

The Access Management Tools section allows Users to add/edit people to the application, view the status history of the application, print a full PDF of the application, check for application errors and see all application attachments in one place. Click the "Management Tools" link and then click the link for the tool you want to access.

SECTION B. VEGI APPLICATION PROCESS

1.   Process Overview

The VEGI application process consists of the following steps:
1) Create User Accounts and have them validated. (See Section A.3.)
2) Complete an Organization Information form. (See Section B.3.)
3) Pre-Application (See Section B.5; Must occur before a decision is made by the company to undertake project and before project begins):
    a. Initiate Pre-Application
    b. Complete Pre-Application
    c. Review Pre-Application
    d. Submit Pre-Application
    e. Review and Accept Cost-Benefit Result and Incentive Estimate
4) Initial Application (See Section B.6; Must have application approved by VEPC Board before a decision is made by the company to undertake project and before project begins):
    a. Initiate Application
    b. Complete Application
    c. Review Application
    d. Certify Application
    e. Submit Application
    f. Review and Accept Cost-Benefit Result and Incentive Calculation
    g. Attend VEPC Board Meeting to present project and application
    h. Application approved or denied
5) Final Application (See Section B.7; Must be filed after Initial Approval by VEPC and decision by company to proceed with project, but before end of calendar year in which project started):
    a. Revise Initial Application to reflect final project
    b. Complete and Review Final Application
    c. Certify Final Application
    d. Submit Final Application
    e. Review and Accept Cost-Benefit Result and Incentive Calculation
    f. Final Application approved or denied
6) VEGI Incentive Authorization (See Section B.8)
    a. Review and Certify Authorization Document
    b. Submit Authorization Document
7) VEGI Claims (See Section B.9)
    a. Prepare annual Claims
    b. Submit annual Claims

VEPC staff can access the system at any time to conduct reviews of applications in progress and provide informal comments for application improvement prior to submittal. Also, each application step includes application modification loops so the application can be "sent" back to the applicant for modifications even after submittal.

As each step in the application process is completed, the data entered automatically flows through to the next step but the applicant has the opportunity to revise and update all data and information to reflect the status of project development. The incentive level provided by VEPC for a Pre-Application is just an estimate and is not binding. The incentive level provided for an Initial Application reflects an initial approval. However, the data provided by the applicant in the Final Application sets the annual performance requirements the company must meet and maintain to earn the incentives. Approval of the Final Application determines the final incentive amount.

MORE DETAIL ON INITIAL AND FINAL APPLICATIONS

2. General Application Information

2.a. What Will I need to complete the application?
- Basic information about your company and the project.
- Date the project will commence, referred to as the Activity Commencement Date.
- The following data based on a **calendar year**:
  - o Historic headcount and payroll data, segregated by the employment categories used by the VEGI program, for the current and previous three years, if the company operated in Vermont those years.
  - o Headcount and payroll data projections for the project years segregated by the employment categories used by the VEGI program (minimum one year; maximum five years).
  - o Capital investment projections, segregated by the capital investment categories used by the VEGI program (minimum one year; maximum five years).
  - o Breakdown of new qualifying jobs to be created by job category, average wage, and number of jobs to be created per category, per year.
- Benefits provided by the company with percentage paid by employer.
- Further information and uploads will be required for Initial and Final Applications. See specific instructions below and in the application for details.
- Contact your local Regional Development Corporation for assistance in obtaining letters from the municipality and Regional Planning Commission. A list of RDCs is available on the ACCD Website.

2.b. Keep the following in mind as you complete the application:
- This is a "save and return" application system. Once you have saved each form, you can exit the application and return at any time to resume completion. We recommend completing all of the fields you can, then get the remaining information from the appropriate sources from within and without your company and then go back in to complete the application.
- At the top of each application form is a hyperlink to specific, line-by-line instructions for that form. It is very important to click on, read, and follow the instructions for the form. Not every question is intuitive and some definitions are specific to the VEGI program. Do not attempt to complete the application forms without referring to the form instructions. If an issue is unclear after reading the instructions, contact VEPC staff.
- Fields followed by red asterisks are *required* fields. If they are not completed, you will get a red warning for that form and application submittal will not be allowed. Even if a field is not required, it is included in the application for a reason. Enter data or information in all fields, unless the field truly is not applicable. If the field does not apply or there is no data for the field, enter "N/A" for text fields or a zero (0) for a numerical (number, dollar, percent) field.

- To navigate between fields, use "TAB" on your keyboard or click on the field you want to access. Hold "SHIFT" and then "TAB" on your keyboard to back up a field. You can also scroll past several fields if you do not need to enter data in them and then click on the next field to complete.
- Whenever you enter information or data or upload a document, click the "SAVE" button at the top of the page before moving to another form or logging off. If you do not click "SAVE" the data or information or uploaded documents will not be saved and the work will be lost—the system will give you a warning message if you try to leave a page without saving it first.
- As you work your way through the application, *save often.* For security reasons, the system will "time out" after 40 minutes of inactivity.
- Some fields do not require data entry, but instead auto-calculate. Click on "SAVE" to get these fields to calculate. Sometimes clicking "SAVE" twice is required for multiple calculations.
- The large text fields have ample but limited space. Each is marked to show the number of characters accepted. Watch the character counter to see where you are against the limit. If there is any field that is too small for the number of characters you want to include, try to edit your text to make it shorter. However, you can attach a supplemental document in the "Attachments" section.
- For any documents uploaded to the application, indicate at the top of the document: Applicant company name and the section and form to which the attachment relates.
- The large text area fields do not recognize all types of formatting. If you cut and paste from another source (i.e. MS Word document) check the formatting to ensure it is correct after pasting it in.

2.c.   Application features:

- **Automatic Calculations**

When possible, the application form will automatically calculate totals for you. The "Data Part 3: Breakdown of Qualifying Job Creation" form is a good example of this. After you have entered the required data and you click "SAVE", the system will use the values that you have entered from the top section of the page and populate the lower table with the values to be calculated. The system will show you these values and will use them to automatically generate other totals as well. The system makes it easier for you by doing much of the math that is required in the application.

- **Pre-populated Form Fields**

Where possible the application system will pre-populate data entered in previous sections or previous versions of the application. For example, all the employment and capital investment data you enter in a Pre-Application will pre-populate in the Initial Application. The applicant can retain the data and information as required or edit it and click "SAVE" to retain the new data.

- **"Dependent" forms and data entry fields**

To keep the application forms a short as possible, some fields and forms are dependent on the answers you provide. The data entry fields or form will only appear once you provide a certain answer and click "SAVE." If your answer causes dependent fields or forms to appear, be sure to complete those fields and forms. The form instructions will indicate if your answer causes additional fields or forms to complete.

- **Uploading Attachments**

Some forms require letters or other documentation or information to be uploaded to the application. If an upload is required, a file upload field is provided. You may also upload additional relevant information and documentation to the "Applicant Attachments Form."
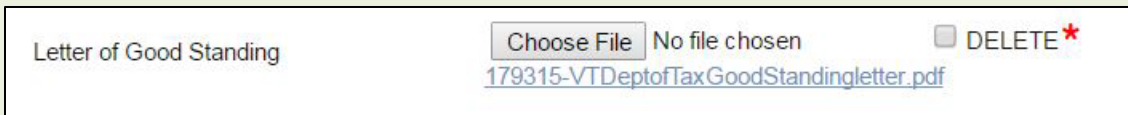
Files of the following types are allowed as uploads: bmp, doc, gif, jpg, pdf, png, ppt, tif, txt, wpd, and xls. The maximum permissible upload size, per "Save" click, is 20 MB. So, you may have one 20MB file to a page, or any number of uploads to a page that add up to 20MB, per save click. Upload file names cannot contain the following characters: (~!@#$%^&*/\ |).

To upload a file, fill in the box describing the document (if required) and click the "Choose File" button. Browse your computer for the file to upload and either double-click the file or click the file and then click the "Open" button. You must then click "SAVE" at the top of the form to save the uploaded file.

Before Upload:

	Choose File	No file chosen

After Upload:

Letter of Good Standing	Choose File	No file chosen	☐ DELETE*
	179315-VTDeptofTaxGoodStandingletter.pdf		

If you need to delete an uploaded document, click the "delete" box and then click the "SAVE" button at the top of the form. (Warning: Do not click the "Delete" button at the top of the page)
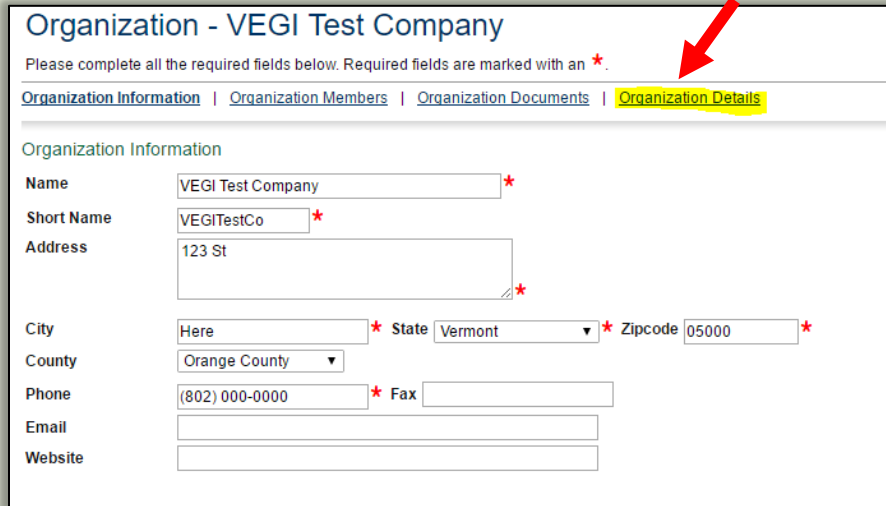
3. Creating Your Organization Detail Page

The Organization Detail Page is a required form and must be completed before starting your application.
1) Log on to the VEGI Application system using your User account at: https://egrants.vermont.gov/
2) Click the "Organization(s)" link on the top blue bar:

3) You will see your organization's contact information and links to Organization Members, Organization Documents, and Organization Details. Click the Organization Details link:
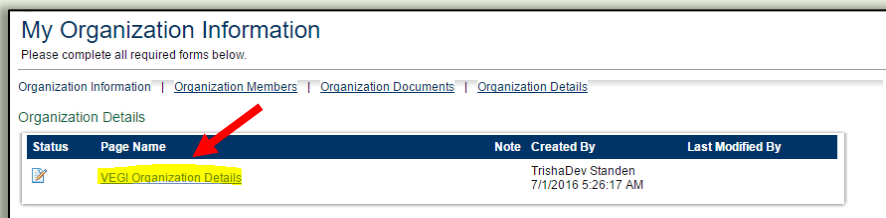
4) Click on "VEGI Organization Details:"

5) Click the form instruction hyperlink to access the form instructions, follow the instructions to complete the form, and click the "SAVE" button:


You are now ready to Initiate an Application.

4. Initiating an Application

4.a. Initiate an Application

Only Users with the roles of Writer, Administrator, Authorized Official (AO), or Senior Authorizing Official (SAO) have permission to initiate an application in the *VEGI Application & Claim System*.

1) From the home screen, click the "View Grants/Incentives/ERs" button to view available applications:
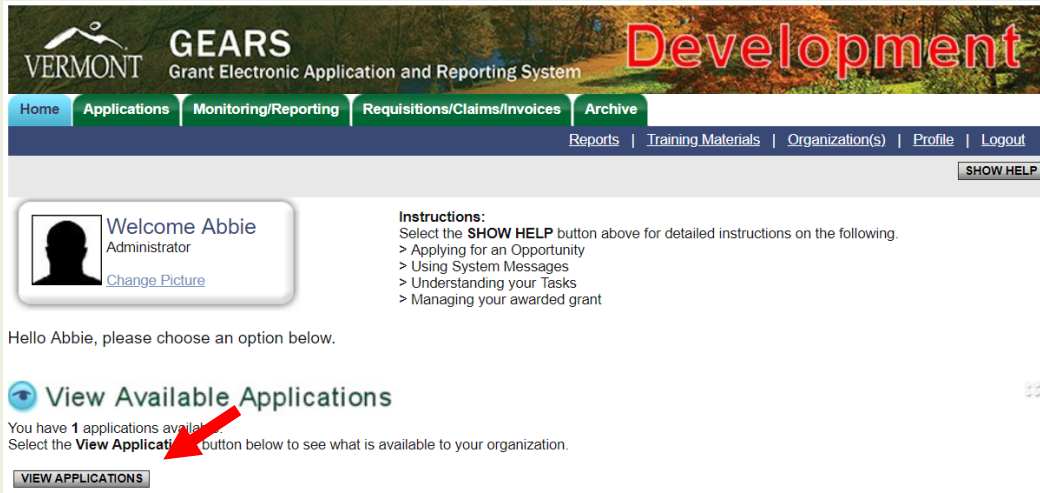
2) Find the program (VEGI), application year, and organization you want to apply for, then click the "Apply Now" button under that heading:
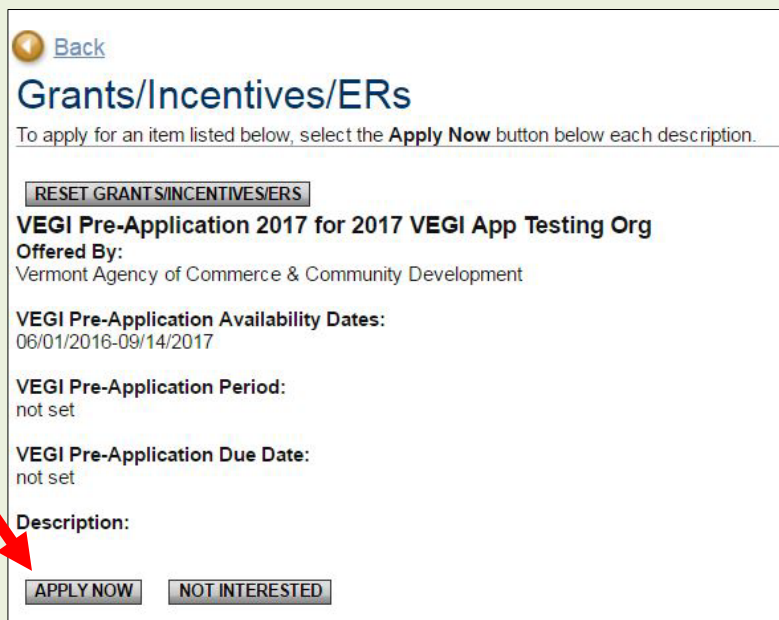
3) You will be brought to a confirmation page asking you to confirm your selection. Click the "I Agree" button.

4) An application will be created for you and you will be redirected to the Application Menu and you can begin your application.

4.b.   Accessing your application after logging out.

Once an application has been started, a link to the application will appear on the "Organization Documents" page.

The link format is: "Program Abbreviation (VEGI-PA or VAP) – Application Year – Company Name – Unique Numerical Identifier."

You can also search for your organization's documents via the green search tabs at the top of the page. You can specify one or more filters, or leave them all blank to see all of the documents you are assigned to for the tab category. The "Applications" tab houses VEGI Applications and the "Requisitions/Claims/Invoices" tab houses VEGI Claim documents.

1)   Click the tab   2) Enter search filters 3) and/or click "SEARCH" button:

4)   Click on the application name (**not** the organization name).

5.   Pre-Application

5.a.   Start Pre-Application

To start your Pre-Application, from the main menu, click or hover on the "Forms Menu" link to access the application forms and complete, view, or edit your application forms.

Click on the title of each form to access the form.

At the top of each form is a hyperlink to the detailed, line-by-line instructions for that form. **Do not attempt to complete the form without referring to these instructions**. Click the hyperlink to access the instructions for that form.

Once a form is competed, click the "SAVE" button and navigate to the next form by clicking on or hovering over the "Forms Menu" link at the top of the page.

As forms are completed, the name of the User that created the form and the name of the last User to modify the form will appear on the forms menu, along with the date and time of the creation or edits.

If you try to save a form with required information missing or there is an error in the way the information was entered, a message will appear at the top of the page and the stop sign image will appear on the forms menu next to the form name. You will not be able to submit the application until the errors are resolved.

If the form is complete and correct, a "green light" symbol appears on the form and a file/pencil image appears next to the form name on the forms menu.
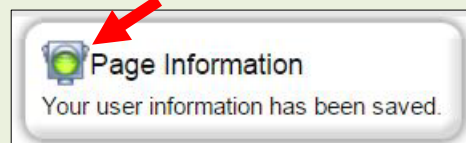
5.b.   Complete Pre-Application
Following the detailed, line-by-line instructions accessed by the hyperlink at the top of each form, complete and SAVE all the following forms:

1) "Applicant and Project Information"
2) "Potential Incentive Enhancements:" To check eligibility and other restrictions for the enhancements, review the form instructions.
3) "Data Part 1: Employment and Payroll: Historic and Projected"
4) "Data Part 2: Projected Capital Investments"
5) "Data Part 3: Breakdown of Qualifying Job Creation"
6) "Data Part 4: Benefits"

5.c.   Submit Pre-Application

Once you have completed all the forms, you may contact VEPC Staff to review the Pre-Application prior to changing the status to submit.

To submit the Pre-Application: Can only be completed by company Users with the roles Administrator, Authorizing Official, or Senior Authorizing Official.

1) Click or hover on the "Status Changes" link:
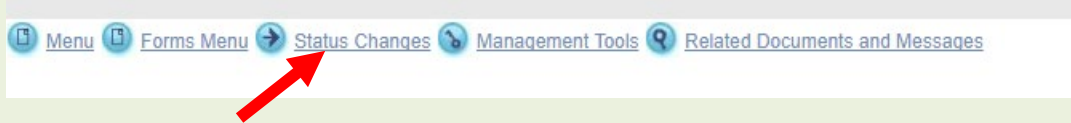
2) Click the "Apply Status" Button **under** "Pre-Application Submitted":

5.d.   Pre-Application Modifications (if required)

VEPC staff will review the Pre-Application to ensure it is complete and accurate. If the Pre-Application requires modifications, VEPC staff will send the preparer an email explaining the issues and change the application status to "Pre-Application Mods Required."

Administrator, AO, or SAO, log onto the system, go to your Pre-Application and:

1) Make required modifications to application forms and Click SAVE for each edited form.
2) Re-submit the Pre-Application by clicking the "Apply Status" button **under** "Pre-Application Mods Submitted" in the "Change the Status" menu.

5.e.   Pre-Application Cost-Benefit Calculation and Incentive Estimate

Once a complete Pre-Application is submitted, VEPC staff will run the Pre-Application data through the VEGI cost-benefit model to determine the tax revenue benefits and costs that the project will generate over five years. The net revenue benefit generated by the cost-benefit model is used to start the incentive calculation.

DETAILS ON THE COST-BENEFIT MODEL   **SAMPLE INCENTIVE CALCULATION**

The modeling process usually takes about 5-7 days. When the modeling is completed and an incentive estimate is ready, company Users will receive a notification email from VEPC staff and the results will be available to view in the *VEGI Application and Claim System.*

To view the cost-benefit model results and the incentive calculation:
1) Log onto the system, go to Pre-Application and click on the "Forms Menu" link:

2) In the forms list, click on the "Cost-Benefit Summary":

3) If the application is eligible for the "Green VEGI" or LMA Enhancement, there are separate Cost Benefit Summaries to view for the normal incentive calculation, the "Green VEGI" enhancement, and the LMA Enhancement. Remember that neither of these enhancements are guaranteed. The applicant must submit evidence with the Initial Application proving eligibility for the Green VEGI enhancement and have eligibility certified by the Secretary of Commerce and Community Development. Additional information will be required with an Initial Application for the LMA Enhancement and approval is at the discretion of the VEPC Board when the Initial Application is considered.

5.f.   Accept Pre-Application Cost-Benefit and Incentive Calculation

After reviewing the cost-benefit and incentive estimate calculation, if any questions remain, contact VEPC staff by phone or email.

Once you are ready to accept the results:
1) Log into the system, go to your Pre-application and click on the "Forms Menu" link.

2) Click on the "Pre-Application Estimate Acceptance" form.

3) Carefully and completely review the disclaimers, limitations, program information, and certifications contained in the acceptance document, then click on the electronic signature and certification box.

4) Click the "SAVE AND SUBMIT" button at the top of the page.

5) Click "I Agree" to complete the process. You may also add notes in the note box for future reference.

You have now completed the informal Pre-Application process and have received an estimate of potential VEGI incentives. You may now proceed to complete and file a formal Initial VEGI Application, or log out and return to complete the Initial Application at another time.

<div style="border: 2px solid red; padding: 10px;">

IMPORTANT NOTE REGARDING TIMING: Remember that this is an incentive program!

You must complete, submit, and get VEPC approval of an Initial Application *before* your company makes the decision to proceed with the economic activity for which the incentive is sought. Incentives cannot be approved for activity that has already occurred or that would occur without approval of the incentives. Plan ahead and leave adequate time to complete the Initial Application and submit it by the first Friday of the month during which you need approval of incentives.

[VEPC MEETING AND APPLICATION SUBMISSION SCHEDULE](#)

</div>

6.   Initial Application

6.a.   Create an Initial Application

Log onto the system and go to your Pre-Application, then in the application menu:

1) Click on the "Related Documents and Messages" link:

🗔 Menu 🗔 Forms Menu ➡ Status Changes 🔧 Management Tools 🔍 Related Documents and Messages

2) Under "Related Documents" Click on "Initiate a new VEGI Application (Year)"

Related Documents

Sort search results by: -- Select -- ▼   Filter by Document Type: [_____] GO
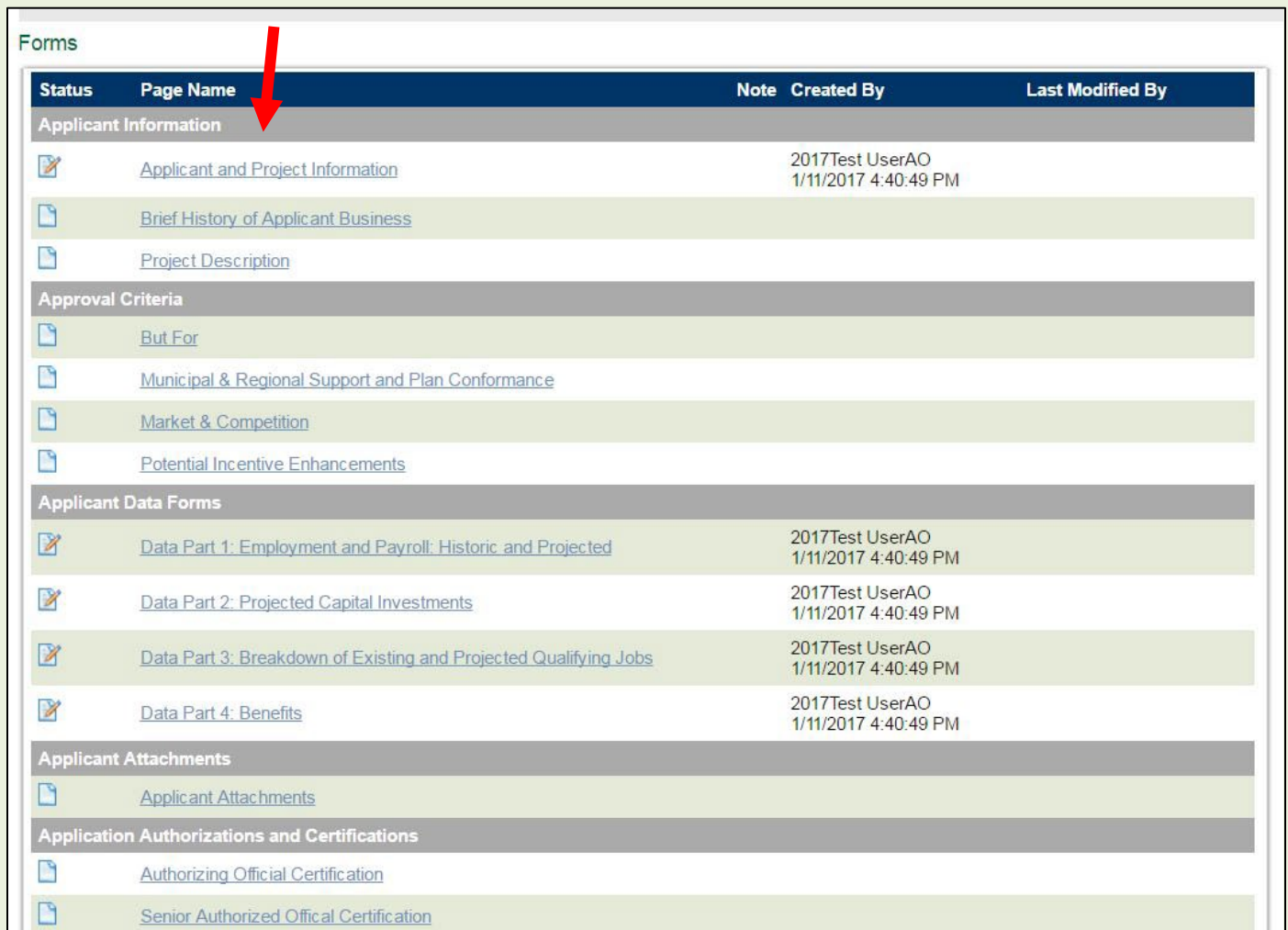
Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
VEGI Application 2017	Initiate a new VEGI Application 2017				

6.b.　　Start Initial Application

1) To start your Initial Application, from the main menu, click or hover over the "Forms Menu" link to access the application forms menu and complete, view, or edit your application forms.

📄 Menu 📄 Forms Menu ➡ Status Changes 🔧 Management Tools 🔍 Related Documents and Messages

2) Click on the title of each form to access the form.

Forms

Status	Page Name	Note	Created By	Last Modified By
Applicant Information				
📝	Applicant and Project Information		2017Test UserAO 1/11/2017 4:40:49 PM	
📄	Brief History of Applicant Business			
📄	Project Description			
Approval Criteria				
📄	But For			
📄	Municipal & Regional Support and Plan Conformance			
📄	Market & Competition			
📄	Potential Incentive Enhancements			
Applicant Data Forms				
📝	Data Part 1: Employment and Payroll: Historic and Projected		2017Test UserAO 1/11/2017 4:40:49 PM	
📝	Data Part 2: Projected Capital Investments		2017Test UserAO 1/11/2017 4:40:49 PM	
📝	Data Part 3: Breakdown of Existing and Projected Qualifying Jobs		2017Test UserAO 1/11/2017 4:40:49 PM	
📝	Data Part 4: Benefits		2017Test UserAO 1/11/2017 4:40:49 PM	
Applicant Attachments				
📄	Applicant Attachments			
Application Authorizations and Certifications				
📄	Authorizing Official Certification			
📄	Senior Authorized Offical Certification			

3) At the top of each form, there is a hyperlink to access the detailed, line-by-line instructions for that form. **<u>Do not attempt to complete the form without referring to these instructions.</u>** Click on the hyperlink to access the form instructions.

APPLICANT AND PROJECT INFORMATION

BEFORE YOU BEGIN the VEGI Application, you MUST REVIEW the Online System and Application Instructions.

You must follow the line-by-line instructions to correctly complete these forms.

CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.

4) Once a form is competed, click the "SAVE" button at the top of the screen and navigate to the next form by clicking on or hovering over the "Forms Menu" link at the top of the page and selecting the next form to complete.

As forms are completed, the name of the User that created the form and the name of the last User to modify the form will appear on the forms menu, along with the date and time of the creation or edits.

If you try to save a form with required information missing or there is an error in the way the information was entered, a message will appear at the top of the page and the stop sign image will appear on the forms menu next to the form name. You will not be able to submit the application until the errors are resolved.

If the form is complete and correct, a "green light" symbol appears on the form and a file/pencil image appears next to the form name on the forms menu.
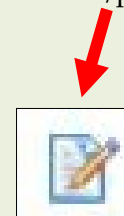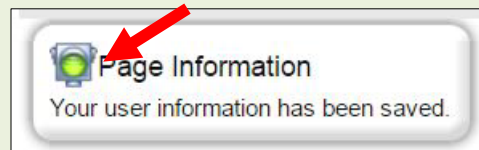
6.c.   Complete Initial Application

1) Refer back to Sections B.2.a, b, and c for a refresher on application tips and general application information.
2) Following the detailed, line-by-line instructions accessed through the hyperlink at the top of each form, complete and SAVE all the forms in the forms menu. Note that some of the selections you make will cause dependent data entry fields or even additional forms to appear.
3) Be sure to complete all data and information fields. Fields marked with an asterisk are required. Something must be entered in **every field**. If there is not data for a field, enter 0 (zero). If there is not information for a text field, enter N/A.
4) Err on the side of providing too much information rather than scant information. Sell your company and project.
5) Click "SAVE" as forms are completed, as attachments are uploaded, or to get calculations on a page to perform.

6) If you filed a Pre-Application, some data and information will carry-forward from your Pre-Application forms. Review the information/data that carried-forward, correct it as required, add new information and click "SAVE."

7) Complete the following forms:

    <u>Applicant Information:</u>
        Applicant and Project Information
        Brief History of Applicant Business
        Project Description
    <u>Approval Criteria</u>:
        But For
        Municipal &Regional Support and Compliance
        Market & Competition
        Potential Incentive Enhancements
            LMA Enhancement Justification (Dependent)
            Look Back Waiver Information (Dependent)
    <u>Applicant Data Forms:</u>
        Data Part 1: Employment and Payroll: Historic and Projected
        Data Part 2: Projected Capital Investments
        Data Part 3: Breakdown of Qualifying Job Creation
        Data Part 4: Benefits
    <u>Applicant Attachments:</u>
        Applicant Attachments (for any attachments that are not uploaded to a specific form)
    <u>Application Authorization and Certification:</u>
        AO Authorization and Certification
        SAO Authorization and Certification

8) Upload (See form instructions for details):

    a. To "Applicant and Project Information" Form: Letter(s) of Good Standing for all entities involved in the application. (Mandatory)

    b. To "Brief History of Applicant Business" form: Historic financial information, reports, articles mentioned in or in support of this narrative. (Optional, but recommended)

    c. To the "Project Description" Form: A map of the project location (Required) and project or site plans (Optional).

    d. To the "But For" form: Any documentation to supplement, support, and substantiate your But For statement and the answers to the But For questions. If a business plan is available for the project (even if the project is only part of a larger business plan), the business plan must be uploaded. If the But For argument is that the project would occur in a significantly and materially different manner, you must upload a spreadsheet showing the project as it would occur without the incentive. See form instructions for further detail.

    e. To the "Municipal & Regional Support and Compliance" Form: Copy of Decree or Order (only if the company is subject to a Decree or Order). Letters from the host municipality and regional organizations (required). See form instructions for details.

    f. If you are applying for the Green VEGI Enhancement, to the "Potential Incentive Enhancements" Form: Documents providing evidence that the company activity meets the statutory definition of environmental technology. See form instructions for further detail. (Required if applying for Green VEGI Enhancement).

    g. If you are eligible for the LMA Enhancement and answer "Yes" to question 6 on the "LMA Enhancement" Form, to the "LMA Enhancement Form: A list of Vermont business-to-business

interactions. See form instructions for further detail. (Required if eligible for LMA Enhancement and answered "Yes" to question 6.)

h. To the "Data Part 4: Benefits" Form: Copy of employee benefits brochure or other benefits information document. (Required if document exists).

i. To the "Applicant Attachments" Form: Any additional documents or information you feel are relevant to, and help support, your application. See form instructions for details.

6.d.　　Submit Initial Application

Review the entire application to ensure all fields are completed as directed by the form instructions.

Check to ensure that all forms are complete and have no errors. Each form should have the "Form/Pencil" icon to indicate all required fields are completed and there are no errors.

Once you have completed all the forms you may contact VEPC Staff and request a review of the Initial Application and informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

Note that the application submittal process is **sequential** and requires that the company officers with the Authorizing Official (AO) and Senior Authorized Official (SAO) roles each review and certify the application, in turn. Only the User with the appropriate role for each step will have access to the application and have permission to change the application status.

To submit an Initial Application:
1) Administrator Role **only**: (**If no Administrator role was used, the AO must complete Step 1 and 2**)
   a. Return to the Application Menu
   b. Click on the "Status Changes" link.
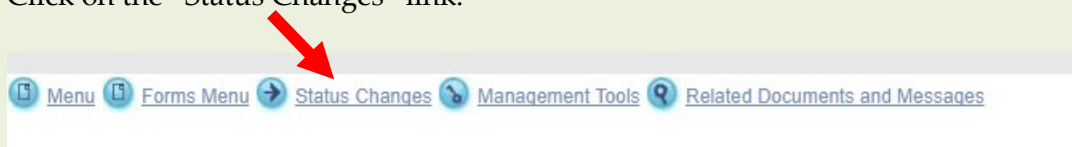
   c. Click the "Apply Status" Button **under** "App Authorization Required"

2) Authorized Official (AO) Role **only**:
   a. AO Return to the Application Menu or log onto the system and go to your application.
   b. Go to the Forms Menu and click on "Authorizing Official Certification" form near the bottom of the form menu.

   c. Carefully and completely read the Authorizing Official Certification, then check each certification box and the Electronic Signature Notification box. Note that as the company AO, you and the SAO are responsible for the content of the application and the certifications made.
   d. Then click "SAVE AND MOVE TO APP FINAL AUTHORIZATION REQUIRED."

3) Senior Authorized Official (SAO) Role **only**:
   a. SAO log onto the system and go to your application.
   b. Go to the Forms Menu and click on "Senior Authorized Official Certification" form near the bottom of the form menu.

   c. Carefully and completely read the Senior Authorizing Official Certification, then check each certification box and the Electronic Signature Notification box. Note that as the company SAO, you and the AO are responsible for the content of the application and the certifications made.

d.   Click "SAVE AND MOVE TO APP SUBMITTED."

6.e.   Initial Application Modifications (if required)

VEPC staff will review the Initial Application to ensure it is complete and accurate. If the Initial Application requires modifications, VEPC staff will send the preparer an email explaining the issues and change the application status to "Application Mods Required."

Applicant (Administrator, AO, or SAO) must log onto the system, go to your Initial Application, and:
1)   Make required modifications to application forms and Click "SAVE" for each edited form.
2)   Re-submit the Initial Application by clicking the "Apply Status" button **under** "App Mods Submitted" in the "Status Change" menu.

6.f.   Initial Application Cost-Benefit Calculation and Incentive Estimate

Once a complete Initial Application is submitted, VEPC staff will run the Application data through the VEGI cost-benefit model to determine the tax revenue benefits and costs that the project will generate over five years. The net revenue benefit generated by the cost-benefit model is used to start the incentive calculation.

DETAILS ON THE COST-BENEFIT MODEL   **SAMPLE INCENTIVE CALCULATION**

The modeling process usually takes about 5-7 days. When the modeling is completed and the incentive calculation based on the Initial Application is ready, the applicant will receive a notification email from VEPC staff with instructions to view and accept the results on the system and to prepare for the VEPC board meeting at which the Initial Application will be considered. The email will include a meeting agenda and a deadline by which the cost-benefit result must be accepted in order to remain on the VEPC meeting agenda. You must complete the steps below before the deadline.

To view the cost-benefit model results and the incentive calculation:

1) Administrator, AO, or SAO, log onto the system, go to your Initial Application click on or hover over the "Forms Menu" link:

2) Click on the "Cost-Benefit Summary" in the forms menu:

3) If the application has been certified by the Secretary of Commerce and Community Development as eligible for the "Green VEGI" Enhancement, or the application is eligible for the LMA Enhancement, in addition to the regular incentive Cost Benefit Summary, there will be separate Cost Benefit Summaries to view that show the enhanced incentive calculations and amounts. If certified as eligible, the Council will utilize the "Green VEGI" Enhancement calculation when the Initial Application is considered. If the project will occur in an LMA that is eligible for the LMA Enhancement, the Council will consider the additional information provided by the applicant to determine whether the LMA enhancement will be approved and at what level.

4) You may also view and save to your computer, a document that combines all your application data and the detailed cost-benefit data. To view this document, while you are in the "Forms Menu", click on the "Application and Cost-Benefit Data Report" PDF link.

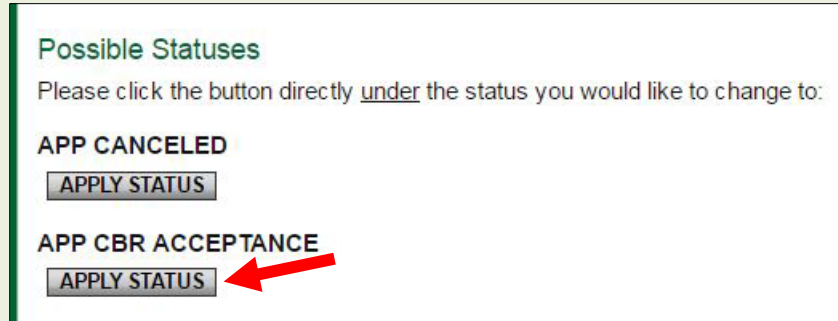## 6.g.   Accept Initial Application Cost-Benefit and Incentive Calculation

After reviewing the cost-benefit and incentive estimate calculation, if any questions remain, contact VEPC staff by phone or email.

Once you are ready to accept the results, either the AO **or** SAO:

1) Log into the system, go to your Initial Application main menu, click on or hover over the "Status Changes" link.

2) Click the "Apply Status" button **under** "App CBR Acceptance"

6.h.   Prepare for and attend the VEPC Board Meeting

1) Review the Initial Application cost-benefit and incentive calculation documents immediately upon receipt, contact VEPC staff with any questions, and complete the acceptance (See Steps B.6.g) **before** the deadline.

2) Review the VEPC meeting agenda sent to you by VEPC staff, including the time and location of the meeting, and ensure that one or both of the company officers that certified the Initial Application (AO and/or SAO) can attend the VEPC Board meeting. Inform VEPC staff who will attend the meeting.

3) VEPC is a state agency and therefore must publicize its meeting agenda. The agenda will be publicly posted when the meeting is warned. At that point, it will be public knowledge that your application will be considered by VEPC. Only the company name and project location will appear on the agenda. After the meeting, the approval or denial and the amount of incentives authorized or denied will be public information. However, the contents of the application remain confidential and the Council will meet in Executive Session while considering the application because proprietary business information will be discussed. We would appreciate working with you after the meeting on any public announcement of the incentives, if approved. We normally issue a media release following the meeting. However, we can work with you on the timing of any announcement and work within your timeline.

4) The attendees from your company should arrive at least 15 minutes prior to consideration of the application. Your company representative(s) should be prepared to briefly summarize the company, the project and the application (no more than 15-20 minutes).

5) If you require special equipment for your presentation (i.e. PowerPoint), **please let us know in advance and email a copy of the presentation by close of business the day before the meeting.**

6) The Council members will have read your application and a staff summary and will have questions for the company representative, specifically regarding the But For. Therefore, one of the company representatives present *must be* one of the company officers who can speak to the But For and who signed the application, unless other arrangements have been approved by the VEPC Executive Director. Others (company staff, accountants, attorneys, etc.) may accompany the company representative and may comment on the application, but they may not be the only person speaking for the application. The Director of the appropriate Regional Development Corporation will also attend the meeting and speak on behalf of the application and region.

7) The Council will meet in Executive (Closed) Session during consideration of applications. You will be requested to come in only during consideration of your application. We have a waiting room near the hearing room. After the application deliberations are completed, the Council will come out of Executive Session and vote on the applications in open session. You may stay and wait for the vote or leave after your presentation and staff will contact you when the meeting concludes.

If your application is approved, you have completed the Initial Application process and have received Initial Approval of VEGI incentives. You may now proceed with project due diligence, make company decisions on the project, and implement the project. You should file a Final Application as soon after commencing a project as is possible. You **must** complete and file a Final Application before the end of the calendar year in which your project commences. Check the VEPC meeting calendar, inform VEPC when you plan to file your Final Application, and complete the Final Application (See Section B.7) prior to the application deadline for the month it will be considered.

If a decision is made to cancel the project or proceed outside of Vermont, please notify VEPC staff.
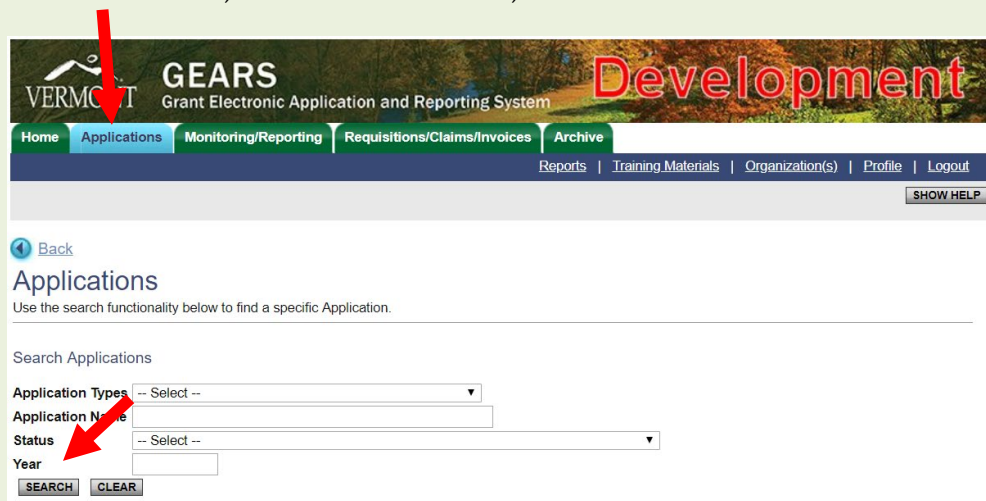
Please ensure that any company officials that have a Username and Password for the *VEGI Application and Claim System* (SAO, AO, Admin, etc.) retain their log-in information. They will need them to work on and submit the Final Application and to file claims in the future. Also, if new personnel will work on the application, they will need to create a User Account. If someone new will work on the Final Application, make sure they receive these instructions.

7.   Final Application

7.a.   Access your Application

After the Initial Application was approved, VEPC staff changed the application status to "App Mods Required." This returns the application to you so you can prepare a Final Application.

1) Log on to the VEGI Application system using your User account at: https://egrants.vermont.gov/
2) Search for your organization's application via the top search tabs. You can specify one or more filters, or leave them all blank to see all of the documents you are assigned to for the tab category.

a) Click the tab b) Enter search filters c) Click "SEARCH" button:

3) Click on the application name (**not** the organization name):

Document Type	Organization	Name	Current Status	Year
VEGI Pre-Application 2017	2017 VEGI App Testing Org	VEGI-PA-2017-2017ATO-00025	Pre-Application In Process	2017

Export Results to Screen ▾   Sort by: -- Select -- ▾   GO
Number of Results **1**

4) From the main menu, click on or hover over the "Forms Menu" link to access the application forms menu and complete, view, and edit your application forms.

Menu   Forms Menu   Status Changes   Management Tools   Related Documents and Messages
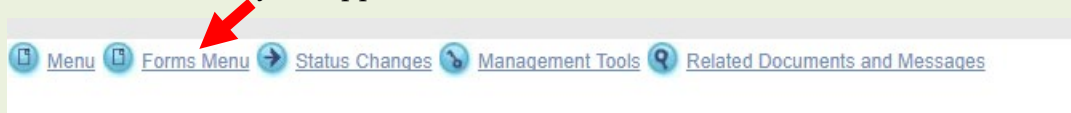
5) Click on the title of each form to access that form.

Forms

Status	Page Name	Note	Created By	Last Modified By
Applicant Information				
	Applicant and Project Information		2017Test UserAO 1/11/2017 4:40:49 PM	
	Brief History of Applicant Business			
	Project Description			
Approval Criteria				
	But For			
	Municipal & Regional Support and Plan Conformance			
	Market & Competition			
	Potential Incentive Enhancements			
Applicant Data Forms				
	Data Part 1: Employment and Payroll: Historic and Projected		2017Test UserAO 1/11/2017 4:40:49 PM	
	Data Part 2: Projected Capital Investments		2017Test UserAO 1/11/2017 4:40:49 PM	
	Data Part 3: Breakdown of Existing and Projected Qualifying Jobs		2017Test UserAO 1/11/2017 4:40:49 PM	
	Data Part 4: Benefits		2017Test UserAO 1/11/2017 4:40:49 PM	
Applicant Attachments				
	Applicant Attachments			
Application Authorizations and Certifications				
	Authorizing Official Certification			
	Senior Authorized Offical Certification			

6) At the top of each form, there is a hyperlink to access the detailed, line-by-line instructions for that form. **Do not attempt to complete or edit the form without referring to these instructions.**

Click on the hyperlink to access the form instructions.

7) Once a form is competed or edited, click the "SAVE" button at the top of the screen and navigate to the next form using the "Forms Menu" link.

As forms are completed, the name of the last User to modify the form will appear on the forms menu, along with the date and time of the edits.

If you try to save a form with required information missing or there is an error in the way the information was entered, a message will appear at the top of the page and the stop sign image will appear on the forms menu next to the form name. You will not be able to submit the application until the errors are resolved.

If the form is complete and correct, a "green light" symbol appears on the form and a file/pencil image appears next to the form name on the forms menu.
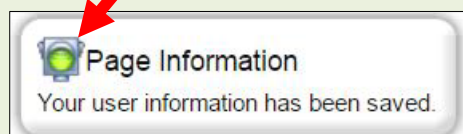
7.b.   Complete Your Final Application

1) Refer back to Sections B.2. a, b & c for a refresher on application tips and general application information.

2) If the entity filing the VEGI application had employees in Vermont as of the project Activity Commencement Date, prepare a Base Employment and Payroll Workbook. This workbook provides details on the employment and payroll at the time of application which will serve as the baseline when you file VEGI claims each year. This baseline payroll and employment must be maintained for new employment and payroll to be considered incremental. The payroll and headcount data in the summary tab of your Base Employment and Payroll Workbook must match the Year 1 "As of ACD" data in Data Part 1 of the Final Application. Upload this workbook to the Data Part 1 form of your Final Application. If the entity had no employees in Vermont as of the Activity Commencement Date, this workbook is not required.

3) If you filed an Initial Application, all data and information will carry-forward from your Initial Application. The Final Application process gives you the opportunity to review the information you submitted in your Initial Application. You do not start a new application, rather you make modifications and adjustments to the data and information to reflect projections once a go-ahead decision is made by the company. Changes in your projections are expected.

4) Take the following steps to revise the application as your Final Application:

   a. Following the detailed, line-by-line instructions accessed through the hyperlink at the top of each form, edit and re-SAVE all the forms in the forms menu.

   b. Be sure to complete all data and information fields. Fields marked with an asterisk are required. Something must be entered in **every field**. If there is not data for a field, enter 0 (zero). If there is not information for a text field, enter N/A.

   c. Err on the side of providing too much information rather than scant information. Sell your company and project.

   d. In the first form (Applicant and Project Information), be sure to select "Final Application" from the drop-down menu for Line 1.

   e. Click "SAVE" as forms are completed, as attachments are uploaded, or to get calculations on a page to perform.

   f. You must review **all** forms and **resave** each form even if you do not make any changes or edits.

   g. Review the information/data that carried-forward, correct it as required, and update data and information to reflect your current projections.

   h. Remember that your Year 1 projections must only reflect activity from your Activity Commencement Date to December 31 of Year 1 and you must meet the Year 1 Performance Requirements by December 31 of Year 1.

   i. All the payroll, headcount and capital investment projections you enter in your Final Application are your Performance Requirements which you must meet each year to earn the incentive.

   j. If you change your data, check to ensure that any reference to your data in the narrative sections match the actual data.

   k. Double check your application and make sure you have re-SAVED every form, even if you did not edit the form.

5) Upload:

   a. To the Data Part 1 Form: Your completed Base Employment and Payroll Workbook (Required if applicant had employees in Vermont as of the Activity Commencement Date).

   b. To the Applicant Attachments Form: A brief letter explaining the major differences between your Initial and Final Applications and why the changes are necessary.

   c. To the Applicant Attachments Form: Any new attachments you want to submit.

7.c.   Submit Final Application

Review the entire application to ensure all fields are completed as directed by the form instructions.

Check to ensure that all forms are complete and have no errors. Each form should have the "Form/Pencil" icon to indicate all required fields are completed and there are no errors.

Once you have completed all the forms you may contact VEPC Staff and request a review of the Final Application and informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

Note that the application submittal process is sequential and requires that the company officers with the Authorizing Official (AO) and Senior Authorized Official (SAO) roles each review and certify the application, in turn. Only the User with the appropriate role for each step will have access to the application and have permission to change the application status.

To submit a Final Application:
1) Authorized Official (AO) Role **only**:
    a. Return to the Application Menu or log onto the system and go to your application.
    b. Go to the Forms Menu and click on "Authorizing Official Certification" form near the bottom of the form menu.
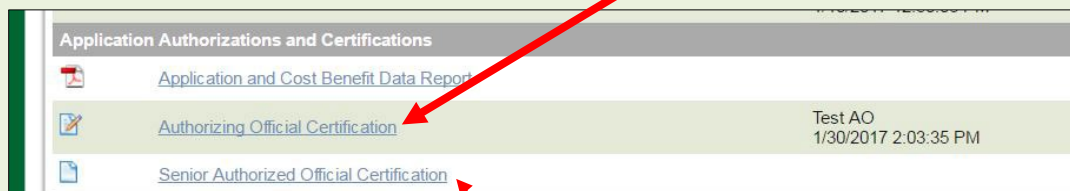
    c. Carefully and completely re-read the Authorizing Official Certification. Note that as the company AO, you and the SAO are responsible for the content of the application and the certifications made.
    d. Click "SAVE" to re-save the certification page.
2) Senior Authorized Official (SAO) Role **only**:
    a. Log onto the system and go to your application.
    b. Go to the Forms Menu and click on "Senior Authorized Official Certification" form near the bottom of the form menu.
    c. Carefully and completely read the Senior Authorizing Official Certification. Note that as the company SAO, you and the AO are responsible for the content of the application and the certifications made.
    d. Click "SAVE" to re-save the certification page.

3) Admin, AO or SAO:
   a. Click on or hover over "Status Changes" link:

   b. Click the "Apply Status" Button **under** "App Submitted":

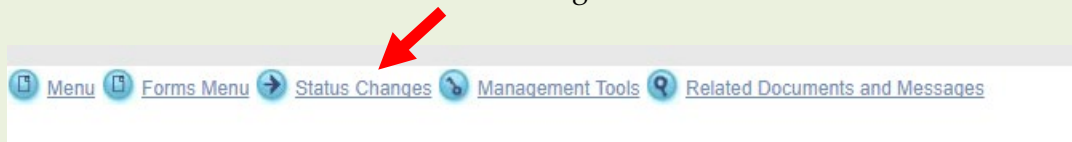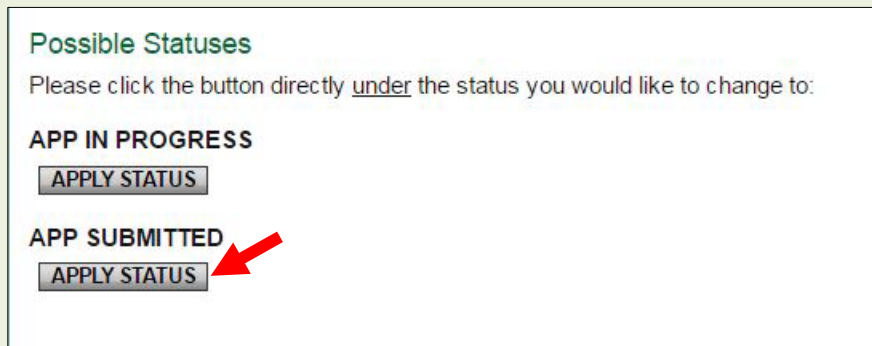## 7.d.   Final Application Modifications (if required)

VEPC staff will review the Final Application to ensure it is complete and accurate. If the Final Application requires modifications, VEPC staff will send the preparer an email explaining the issues and change the application status to "Application Mods Required."

Applicant (Administrator, AO, or SAO) must log onto the system, go to your Final Application, and:
1) Make required modifications to application forms and Click "SAVE" for each edited form.
2) Re-submit the Final Application by clicking the "Apply Status" button **under** "App Mods Submitted" in the "Change the Status" menu.
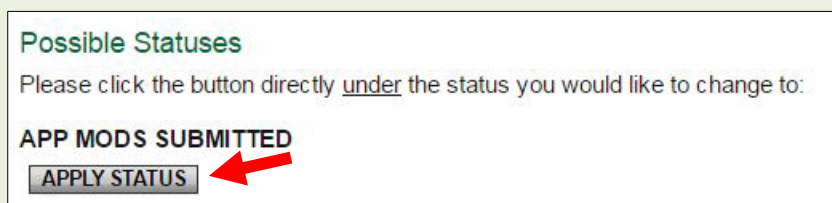
7.e.   Final Application Cost-Benefit Calculation and Incentive Estimate

Once a complete Final Application is submitted, VEPC staff will run the Application data through the VEGI cost-benefit model to determine the tax revenue benefits and costs that the project will generate over five years. The net revenue benefit generated by the cost-benefit model is used to start the incentive calculation.

DETAILS ON THE COST-BENEFIT MODEL   **SAMPLE INCENTIVE CALCULATION**

The modeling process usually takes about 5-7 days. When the modeling is completed and the incentive calculation based on the Final Application is ready, the applicant will receive a notification email from VEPC staff with instructions to view and accept the results on the system. The email will include instructions regarding the VEPC Board meeting, including whether the applicant is required to attend. Attendance by company representatives at the VEPC meeting during consideration of your Final Application will depend on the extent of the

modifications to the application. If the changes are minor, you will probably not be required to attend the meeting. If the project indicated on the Final Application is substantially or materially different from the Initial Application, you will be required to attend and **the Council may re-examine the Approval Criteria to ensure compliance with statute**.

Regardless of attendance at the VEPC Board meeting, the cost-benefit result must be accepted by the deadline given in order to remain on the VEPC meeting agenda. You must complete the steps below before the deadline.

To view the cost-benefit model results and the incentive calculation:
1) Log onto the system, go to your Final Application, and click on or hover over the "Forms Menu" link:
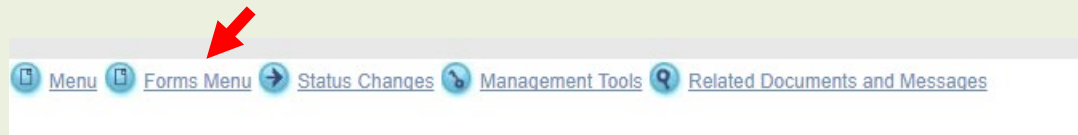
2) Click on the "Cost-Benefit Summary" in the forms menu:

Cost Benefit			
📝	Cost-Benefit Summary	TrishaDev Watson 1/3/2017 2:30:32 PM	Drew Lees 1/3/2017 3:03:19 PM
📝	Cost-Benefit Summary Green	TrishaDev Watson 1/5/2017 1:01:20 PM	TrishaDev Watson 1/6/2017 11:44:42 AM
📝	Cost-Benefit Summary LMA	TrishaDev Watson 1/5/2017 9:16:54 AM	TrishaDev Watson 1/6/2017 1:44:30 PM

3) If the application was certified by the Secretary of Commerce and Community Development as eligible for the "Green VEGI" Enhancement, or the Initial Application was approved using the LMA Enhancement, in addition to the regular incentive Cost Benefit Summary, there will be separate Cost Benefit Summaries to view that show the enhanced incentive calculations and amounts. If certified as eligible, the Final Application will utilize the "Green VEGI" Enhancement calculation when the Final Application is considered. If the project was approved for the LMA Enhancement when the Initial Application was considered, the Council will utilize the LMA Enhancement calculation.

4) You may also view and save to your computer, a document that combines all your application data and the detailed cost-benefit data. To view this document, while you are in the "Forms Menu," click on the "Application and Cost-Benefit Data Report" PDF link.

Applicant Attachments	
📄	Applicant Attachments
Application Authorizations and Certifications	
📄	Application and Cost Benefit Data Report
📄	Authorizing Official Certification
📄	Senior Authorized Offical Certification

7.f.   Accept Final Application Cost-Benefit and Incentive Calculation

After reviewing the cost-benefit and incentive estimate calculation, if any questions remain, contact VEPC staff by phone or email.

Once you are ready to accept the results, either the AO **or** SAO:
1) Log into the system, go to your Final Application main menu and click on or hover over the "Status Changes" link.
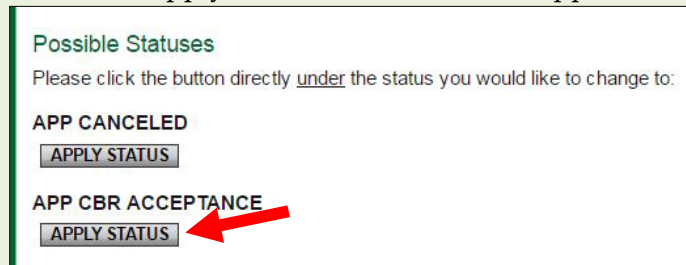2) Click the "Apply Status" button **under** "App CBR Acceptance":

8. Incentive Authorization

If your Final Application is approved, you have completed the Final Application process and have been authorized to earn VEGI incentives.

The last step in the VEGI application process and first step in the VEGI annual claim process is the requirement that you certify and accept the VEGI Incentive Authorization. By accepting this document on the online system, company officials are acknowledging that they understand and certify the requirements of the Authorization Document.

Please follow these steps completely within 30 days of receipt of the email from VEPC staff notifying you that the Authorization Document is ready for certification. VEGI Claims cannot be initiated until this step has been completed.

The company officers with the Authorizing Official (AO) and Senior Authorizing Official (SAO) roles must sequentially review and certify the Authorization Document. The AO and SAO should not certify until they have personally reviewed the Authorization Document and understand what is being certified. As AO and SAO, you are responsible for the commitments made on behalf of your company by certifying the Authorization Document.

To certify the Authorization Document:
1) The company Authorizing Official (AO) and Senior Authorizing Official (SAO), carefully and completely review the Authorization Document using method a. or b. below:
   a. Log into the *VEGI Application and Claim System* at https://egrants.vermont.gov to download and review the Authorization Document:
      i. Go to your application. Click on the "Forms Menu" link.
      ii. Scroll down to the Authorization Documentation" section.

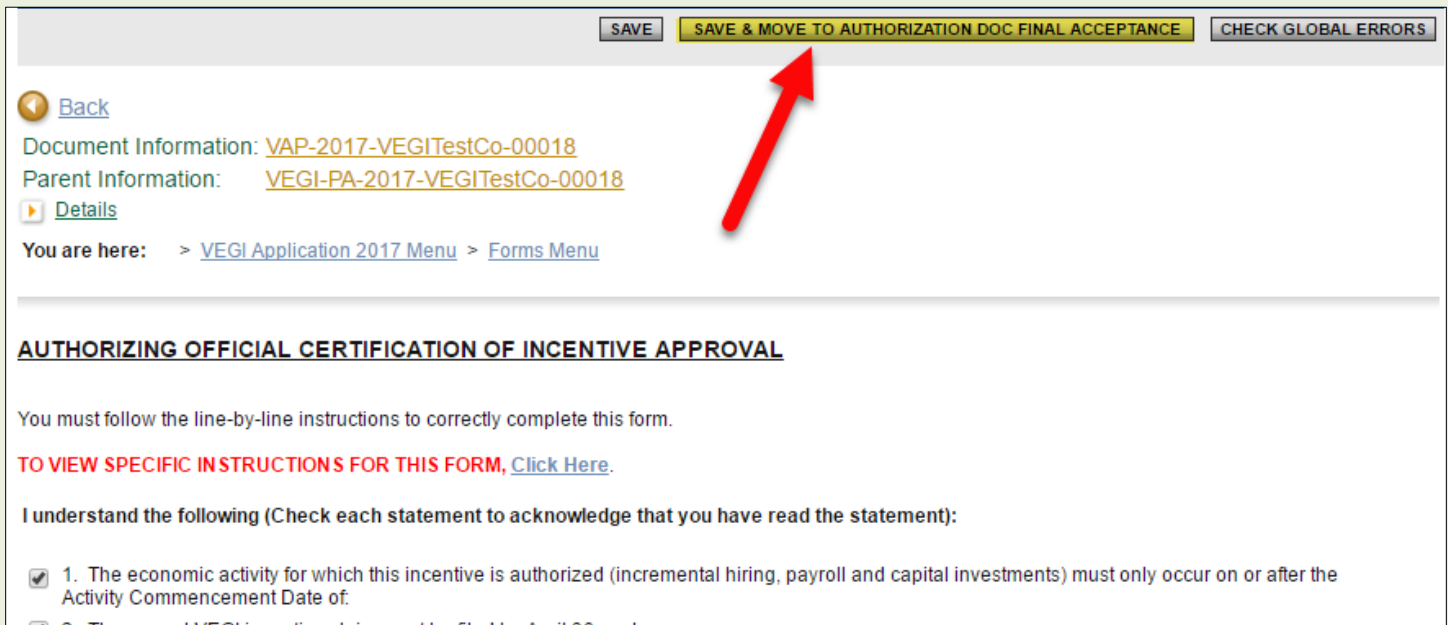iii. Click on "Authorization Document" under "Authorization Documentation" section found here:

iv. A new screen will open, click on "View PDF" in the grey bar across the top of the screen.
v.   When PDF loads, save the Authorization Document to your computer and review it completely to ensure you understand what you are certifying.
vi. If you have any questions, please contact VEPC staff immediately.

b. Alternatively, a PDF of the Authorization Document is attached to the email you received from VEPC staff. Open the document, save it to your computer and carefully review.

2) Your acceptance of the Authorization Document is your certification and acknowledgement of the requirements to earn the VEGI incentives and acceptance and understanding of the Performance Requirements. If you have any questions or concerns about the document, please contact VEPC staff before you "sign."

3) The Incentive Authorization must be completed sequentially. After the AO and SAO have **both** reviewed the Authorization Document and you are both ready to accept and certify the Incentive Authorization, take the following steps, **in the order indicated**:

a. AO only, log into the *VEGI Application and Claim System* at https://egrants.vermont.gov.
i.   Go to your application.
ii. Click on the "Forms Menu" link.
iii. Scroll down to the "Authorization Documentation" section.
iv. Click on "AO Certification of Incentive Approval."

v.   Complete the AO Certification of Incentive Approval by reading and checking off each certification statement and the electronic signature.

vi. Click "SAVE & MOVE TO AUTHORIZATION DOC FINAL ACCEPTANCE":

b. SAO only, log into the *VEGI Application and Claim System* at https://egrants.vermont.gov.
   i. Go to your application. Click on the "Forms Menu" link.
   ii. Scroll down to the "Authorization Documentation" section.
   iii. Click on "SAO Certification of Incentive Approval."

   iv. Complete the SAO Certification of Incentive Approval by reading and checking off each certification statement and the electronic signature.
   v. Click "SAVE & MOVE TO AUTHORIZATION ACCEPTED":

You will receive another automatic email notification from the *VEGI Application and Claim System* after we take a final step on our end and then your incentive will be activated in the system allowing you to file annual claims.

You have been authorized to earn VEGI incentives, what's next?

Please review the following important post-authorization information:

- **Usernames and Passwords:** To maintain system security, VEPC staff does not have access to your system passwords. Ensure that all current system users, **including the AO and SAO**, retain their Username and Password information for the VEGI system for future utilization of the system. If additional company personnel will work on your annual claims, they must create a user account (See Section A.3.).
- **VEGI Claims:** Annually in January, VEPC will provide instructions for filing your VEGI Claim. New applicants will be contacted by Vermont Department of Tax with additional information and guidance for completing workbooks and filing claims.
- **New Companies to Vermont:** If you have not already done so, you must register your company with the Vermont Secretary of State and the Vermont Department of Taxes. Click here to get started.
- **Changes in Contact Information:** If your project in any way involves the establishment of a new location or office, please contact VEPC staff when the location is established with the new contact information, address, phone, fax, email, etc.
- **Company Officer Transition:** If the company personnel registered on the *VEGI Application and Claim System* as Administrator, AO, or SAO leave the company, contact VEPC staff and have new personnel create User Accounts to fill these roles.
- **Public Announcements:** Maintaining support for this program depends on the success of the applicants. VEPC staff would appreciate knowing if you plan a celebratory event or you contact or are contacted by the media. Any positive comments by you on behalf of the program to the media, public, or your legislators will help ensure that the program remains in the State's economic development tool box.
- **Tracking Data Required to Complete Annual VEGI claims:**
  - Review the VEGI Incentive Claim forms and the Claim workbooks.
  - These claim forms and workbooks must be filed each year no later than April 30. This is a statutory deadline that cannot be extended.
  - Track your payroll, employment, and capital investments in a manner that will allow you to complete the claim forms and the detail data workbooks accurately and in time to file your claim by the end of April each year.
  - Your claim must be filed, using the *VEGI Application and Claim System*, by the last day of April. This is a statutory deadline that cannot be extended.
- **Material Changes to an Authorized Project:** If a decision is made to cancel the project or proceed outside of Vermont, please notify VEPC staff. If, after an Authorization Document is issued, circumstances cause a material change to the project for which incentives were authorized, the applicant must immediately notify VEPC staff by email, followed by a signed letter. The VEPC Executive Director, in consultation with the VEPC Chair, will determine if the material change warrants review by VEPC. If an affirmative determination is made, details of the material change will be sought from the applicant and presented to VEPC by the Executive Director. The Council will make a final determination that a material change has occurred and take appropriate action, including rescission of the approval, amendment of the approval, or sustaining the approval. For review purposes, a change is generally considered material if the change impacts the VEGI approval criteria considered with the original application or the consideration of any incentive enhancements (Green VEGI or LMA Enhancement). An example of a material change is a decision to locate the project in a different municipality. If the material change is due to applicant error, the incentive amount will not be increased.

- **Changes in name, ownership, acquisition, sale of authorized company:** If, after the Authorization Document is issued, the company changes its official name, or circumstances regarding ownership of an authorized company change, the company must immediately notify VEPC staff, by email followed by a signed letter. The benefits of the Vermont Employment Growth Incentives do not automatically transfer from one entity to another following the acquisition, sale, or reorganization of a business that has been authorized for incentives. The decision to authorize the incentives is based, in part, on subjective criteria that may not apply after an acquisition of an authorized entity or other transaction involving an authorized entity. Therefore, the incentives are not considered an asset that is automatically transferred.
- **VEGI Performance Requirements**: The VEGI program is performance-based. No incentive is paid when the incentives are authorized. The authorization determines that the company and project are deemed eligible for the incentives and sets the level of incentive based on the economic activity that is projected to occur. The applicant sets its own annual performance requirements with the data submitted in a Final Application. Review the Performance Requirement document to understand the definition of Performance Requirement.
- Once incentives are authorized, the annual VEGI claims are administered by the Vermont Department of Taxes. If you have questions about your VEGI Application or Authorization, please contact VEPC staff. But if you have questions regarding an annual VEGI claim, please contact: Brian Poulin, Vermont Department of Taxes, (802)828-6804 or brian.poulin@Vermont.gov.

9.   VEGI Claims

Any company employee registered with the user role "Administrator," "Authorizing Official," or "Senior Authorizing Official" can complete the annual VEGI claims, but each annual claim must be certified by either the SAO or AO. Please ensure that the person who will complete claims each year has all the application and claim information and is aware of the annual last day of April **mandatory deadline**. If that person is not already registered as a User on the *VEGI Application and Claim System*, please have that person follow the instructions to create a User Account (See Section A.3) Please notify VEPC staff of the name and contact information for the person responsible for filing your claims.

There are four steps to filing a VEGI claim each year:
1) Complete your VEGI Claim workbooks. These MSExcel workbooks provide detail on your headcount, payroll, and capital investments each year. Together with your VEGI claim forms, these documents are used to verify that Performance Requirements are met each year.
2) Access your VEGI Claim on the *VEGI Application and Claim System* at https://egrants.vermont.gov.
3) Complete your VEGI Claim Forms. These forms summarize the payroll, headcount, and capital investments each year. There are also forms to certify the benefits offered to qualifying employees and to certify the claim.
4) File your VEGI Claim forms.

Detailed instructions are provided in the VEGI Claim Instructions.