

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.](#)

1. Type of Application:

2. Contact Person:

3. NAICS:

4. Type of Company/Project

NOTE: If *Other* is selected, please describe:

0 of 500

NOTE: Maximum Field Length is 500 characters including spaces.

5. Project Address Information:

Physical Address of Project:

(Not Business Address, unless same)

Town:

State: **Vermont**

County:

LMA:

OR Include a Description of the Property (or Properties):

0 of 500

NOTE: Maximum Field Length is 500 characters including spaces.

6. Description of Applicant's Primary Business Activity:

0 of 500

NOTE: Maximum Field Length is 500 characters including spaces.

7. Description of Business Activity for which incentives are sought:

* *

NOTE: Maximum Field Length is 500 characters including spaces.

8. Activity Commencement Date:

 *

9. Is the applicant filing as a single entity or are multiple entities involved in the project?


Single Entity Multiple Entity *

9a. Upload Vermont Dept. of Taxes Letter of Good Standing:

No file chosen *

10. Does company have other facilities/locations/divisions in Vermont? Yes No *

0

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VEGI INITIAL AND FINAL APPLICATION

APPLICANT INFORMATION: APPLICANT AND PROJECT INFORMATION

FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

Line-by-Line Instructions:

- If you filed a Pre-Application, most of the information you entered on this form will carry forward to your Initial Application and then to your Final Application.
 - Review all fields and make corrections as required. Click "SAVE" if any fields are changed.
 - Lines 1, 9, and 10 were not on the Pre-Application, so be sure to complete those lines, click "SAVE," enter the information dependent on your answers to Questions 9 and 10 and upload a Letter of Good Standing from the Vermont Department of Taxes for each entity involved in the application. Follow the instructions below for more detail.
 - If this is a Final Application, click "SAVE" even if you did not make any changes to this form.
1. **Type of Application:** Select, by clicking the arrow on the drop down list, whether this is an [Initial or Final Application](#).
 2. **Contact Person:** Select, by clicking the arrow on the drop down list, the person who is the primary contact for this application. The names included in the drop down list are all the company representatives who have created User Accounts and been authorized as users on the *VEGI Application and Claim System* for this application. Select the person who will manage the application, complete most of the application, and can answer, on behalf of the applicant business, any questions we might have about this application. This is normally the person in the Administrator or Authorizing Official role.
 3. **North American Industrial Classification System:** Enter the six-digit North American Industrial Classification System (NAICS) code for the applicant's proposed business activity in Vermont (Format: 123456). It is very important to get this code correct as it determines several of the factors utilized to calculate the incentive. If the applicant business is involved in many kinds of economic activity and uses several NAICS codes, enter the NAICS code for the activity that will occur in Vermont, for which the incentive is being sought. That is, the activity that will be undertaken by the new employees and with the new equipment (if applicable) that will be added because of the incentives. NAICS is an international code that classifies your business activity. For assistance determining the correct NAICS code for your business activity, visit the U.S. Census website: <http://www.census.gov/eos/www/naics/>
 4. **Type of Company/ Potential Project:** Select, by clicking on the arrow on the drop down list, the best description of the company/project that is the subject of this VEGI application. If you choose "Other," describe the type of project situation in the text field provided.

5. **Physical Address of Potential Project:** Enter the physical address for the location of the proposed project, including the street address, city or town, zip code, and county. This address could be different from your current business address or headquarters address. This should be the address at which the proposed project would occur, if incentives are approved.
- If the physical address is not known, leave the detailed address blank and in the text field provided, enter a description of the property (i.e. Former Quick Widget facility, Great Intentions Industrial Park).
 - If several project location sites in Vermont are under consideration, list all sites in the text field.
 - If a Vermont project location has not yet been determined, provide as much detail as possible, providing the potential county within Vermont, if known.
6. **Description of the applicant's primary business activity:** Enter a broad description of the primary business activity of the applicant company. This should be a description of what the company does, generally, not a description of the project for which incentives are sought. (Example: Manufacturer of widgets for the automotive industry)
7. **Description of the business activity in Vermont for which incentives are sought:** Enter a *brief* description of the business activity and project that would occur in Vermont because of the incentives. Include here the following types of information, as applicable:
- The type of project such as start-up, restart a closed plant, relocation to Vermont, expansion into Vermont, expansion of existing Vermont operation, etc.
 - The types of business activity that will occur such as research and development, manufacturing, distribution, retail sales, etc.
 - A description of any facility transaction expected to occur, including whether you will build, purchase, or lease.
 - Any other information necessary to provide a brief description of the activity for which incentives are sought.
- (**Example:** Expand existing widget manufacturing company to include a division in Vermont that will perform R&D and manufacture widgets for the wind turbine industry. Project will either purchase an existing facility and make renovations to suit or build, if appropriate facility cannot be located. Potential for 100 new jobs in manufacturing, R&D, and sales and support.)
8. **Activity Commencement Date:** Enter the Activity Commencement Date for the project which incentives are sought. This is an extremely important date as it establishes the separation between activity that would occur anyway and activity that will occur because of the incentives sought by this application. The data you will enter in the application is dependent on this date and the [But For argument](#) you present refers to what will occur after this date. For more detail, refer to the [Activity Commencement Date](#) document.
9. **Single or Multiple Entity Project:** If the legal entity entered as the "Organization" on this application will be the single entity involved in the project for which incentives are sought, click "Single Entity." If more than one legal business entity will be involved in the project for which incentives are sought, click "Multiple Entity."

Chose “Single Entity” **only** if the named entity will absolutely be the only entity involved and responsible for the creation of new jobs or investments in this project.

Other entities can be a related holding company that will purchase the land or invest in buildings, a parent company or other related entity, or a Regional Development Corporation involved in the real estate transaction. For this purpose, entities involved in the project **does not** include those involved in financing such as banks.

The incentive will always be authorized to the entity that is creating the new employment. However, the calculation of the incentive is partially based on the economic impact of the capital investments that are made. If the investments will be made by a separate entity, information on that entity must be included in the application and the performance measures that will allow the incentive to be earned will include performance measures for the capital investments made by the separate entity.

9. **a. Certificate of Good Standing from Vermont Department of Taxes:** Obtain and upload a [Certificate of Good Standing from the Vermont Department of Taxes](#). If you selected “Multiple Entity,” request a Certificate of Good Standing for each entity involved in the project. Do **not** upload here a Certificate of Good Standing from the Vermont Secretary of State.
9. **b. Number of Entities:** If you selected “Multiple Entity,” this new question will appear. Enter the number of entities involved in the project, other than the primary entity already named in the application. A set of new data entry fields will appear for each additional entity. Enter the following information for each entity:
- i. Entity legal Name
 - ii. Entity’s FEIN
 - iii. Form of corporation (Use drop down menu. If type is not on list, enter type in “other” field)
 - iv. Describe the relationship of the entity to the primary entity of this application and describe the role and purpose of each entity in the project.
 - v. Upload a Letter of Good Standing from the Vermont Department of Taxes for each entity.
10. **Other facilities, locations, or divisions in Vermont Owned by the Applicant Entity:** Select “Yes” or “No” to answer the question: Does the primary applicant have or own other locations, facilities or divisions with Vermont?

Jobs cannot be moved from any existing related entity or a division, facility, or location owned by the applicant company within Vermont and be counted as “new.”

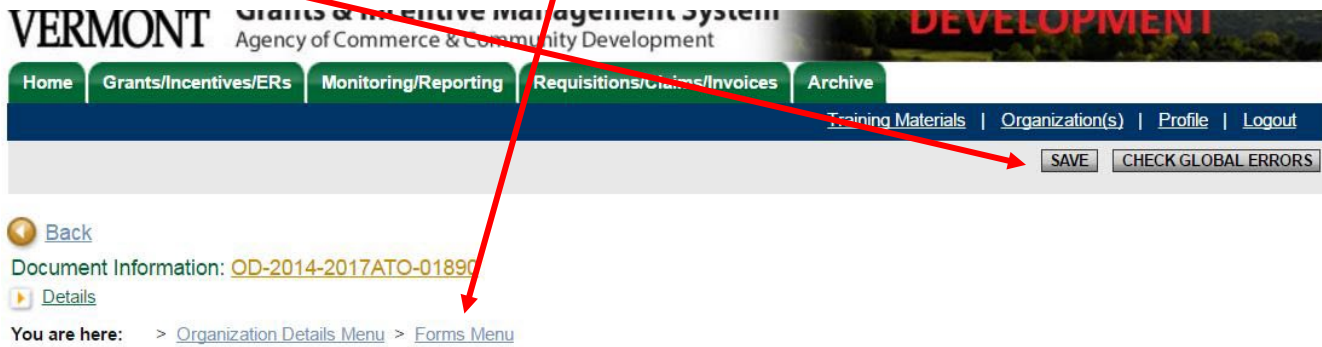
If you answer “Yes” to Question 10, a dependent question will appear. Enter the number of other related entities, division, facilities, or locations the applicant entity has in Vermont. A new set of data entry fields will appear for each entity, division, etc. Enter the following information:

- i. Name and address for the location, division, facility or entity.

ii. Number of full-time employees at that location.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information

Approval Criteria

Applicant Data Forms

Applicant Attachments

Application Authorization and Certification

FORMS IN THIS NODE:

Application and Project Information

Brief History of Applicant Business

Project Description

Navigate to the next form using the links at the bottom of the form.

BRIEF HISTORY OF APPLICANT BUSINESS

BEFORE YOU BEGIN the VEGI Application, you MUST REVIEW the [Online System and Application Instructions](#).

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[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.](#)

1. Brief History Narrative:

Large empty text area for the Brief History Narrative.

0 of 2000

NOTE: Maximum Field Length is 2000 characters including spaces. Also Note, cutting and pasting from standard word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

2. Attachment(s):

- Choose File No file chosen
- Choose File No file chosen
- Choose File No file chosen
- Choose File No file chosen

Descriptions of Attachments:

Four empty text boxes for describing attachments.

VEGI INITIAL AND FINAL APPLICATION

APPLICANT INFORMATION: BRIEF HISTORY OF APPLICANT BUSINESS FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD
REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

Line-by-Line Instructions:

1. Provide a brief history of the applicant company. Include, at a minimum, information such as:

- When the company was established,
- Some history since inception, such as important business activities, changes in ownership, events, facts, and milestones in the company history, leading up to the growth or relocation project, or other activity which will occur because of the incentives being sought by this application.
- Use this space to convey where the company has been to provide context regarding where it is going, so that the Council has a better understanding of the company.
- Also include a summary of up to five years of historic sales or profit data. If your history does not go back five years, include what is available. For example, "In the last five years our sales have grown from \$1 million to \$3 million, with the primary increase coming from sales to the medical sector."

2. Upload(s):

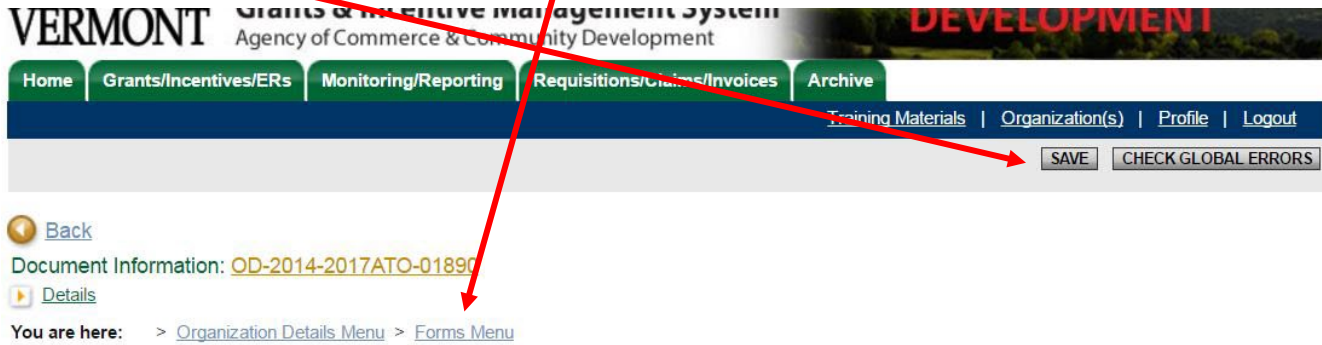
- If the applicant entity is part of a larger corporation, whether all within Vermont, multi-state, or multi-national, and whether a division, subsidiary, or other type of entity within a larger structure, upload a diagram of the structure. The upload should diagram the relationship of the applicant entity within the larger structure, and not, for example, diagram the roles of individuals within the applicant entity.
- Upload the company's latest P&L or other financial report.
- Upload information documenting the company history (i.e. brochure) if any exist, historic sales and/or financial data, if available in a spreadsheet, report (P&L), business plan, or other document.

If additional upload space is required, use the "Applicant Attachments" form.

To upload documents, click on "**Browse**," on the form, find the document on your computer and either double click on the document name or click "open" to upload. Then click "**Save**" on the form.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

Application and Project Information
Brief History of Applicant Business
Project Description

Navigate to the next form using the links at the bottom of the form.

PROJECT DESCRIPTION

BEFORE YOU BEGIN the VEGI Application, you MUST REVIEW the [Online System and Application Instructions](#).

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[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.](#)

1. Project Description:

0 of 2000

NOTE: This field has a 2,000 character limit. However, please be concise in your description. Also Note, cutting and pasting from standard word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

2. Description of Infrastructure Requirements for Project:

0 of 1000



NOTE: Maximum Field Length is 1,000 characters, including spaces. Also Note, cutting and pasting from standard word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

3. Location Description:



4. Attachments:


Project Location Map: No file chosen



Other:

Description: No file chosen

0

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VEGI INTIAL AND FINAL APPLICATION

APPLICANT INFORMATION: PROJECT DESCRIPTION

FORM INSTRUCTIONS

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Line-by-Line Instructions:

1. **Project Description:** In the text box, provide a detailed description of the potential project in Vermont for which the incentives are being sought by this application. Use this space to give a detailed description of the project, telling the story of the project that would occur, especially the issues that may not be obvious from the data that is provided later in the application. Concentrate on **what** would occur because of the incentives and **avoid** describing here **why** the project would occur if you receive the incentives (incorporate those issues in the But For statement).

As applicable, include summary information on:

- Jobs that would be moved to Vermont;
 - New jobs to be created;
 - A brief description of the major machinery and equipment investments that would be made because of the incentive; and
 - Describe any potential real estate transaction that would occur and capital facility investments that would be made because of the incentives. If this is an Initial Application and facility decisions have not yet been made, describe the options being considered in Vermont.
 - Describe how the capital investments would occur, such as new construction, renovations of an acquired building, or renovations and lease of an existing facility.
 - Other issues that describe the potential project.
2. **Infrastructure Requirements:** In the text box, provide a description of the public and private infrastructure (parking, sewer, water, wastewater, rail, etc) that will be required to support the project proposed by your application and indicate whether the infrastructure currently exists at the potential location(s) or whether it needs to be developed/built. If infrastructure is required, describe the infrastructure and scope of infrastructure required, and whom will be responsible to develop/build the required infrastructure (applicant company, developer, municipality?).
 3. **Location Description:** Choose, by clicking the arrow of the drop down menu, one of the following descriptions of the location of the project in this application: "Downtown; Near the

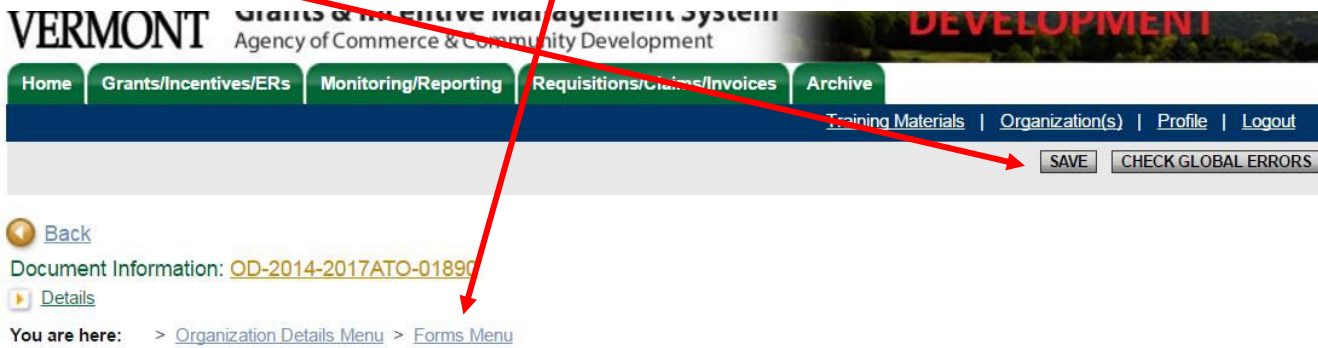
Downtown; In an Industrial Park Outside the Downtown; Neither in the Downtown nor in an Industrial Park.”

- 4. **Project Location Map Attachment:** Upload a map of the project location. Web-based maps (i.e. Google) are acceptable as long as they show the relationship of the project site to the nearest town, downtown, or village and major roads.

Other: Upload other documents related to this form, such as site designs and elevations, building designs, etc., if available.

When all fields are completed:

Click “SAVE” and then click on “Forms Menu” to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria
- Applicant Data Forms
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- Application and Project Information
- Brief History of Applicant Business
- Project Description

Navigate to the “Approval Criteria” node using the “Forms Menu” link near the top of the page.



APPLICANT AND PROJECT INFORMATION

BUT FOR

BEFORE YOU BEGIN the VEGI Application, you MUST REVIEW the [Online System and Application Instructions](#).

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[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.](#)

1. BUT FOR Statement:

0 of 4000

NOTE: This field has a 4000 character Maximum Field Length. However, please be concise in your description. Also Note, cutting and pasting from standards word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

NOTE: The following text boxes have a Maximum Field Length of 500 characters including spaces.

You must enter information in all fields.

2. But For Questions:

a) Job Advertising:

0 of 500

b) Permits:

0 of 500



c) P&S or Lease:

0 of 500



d) Expenditures:

0 of 500



e) Other Incentives:

0 of 500



f) Project Financing:

0 of 500



g) Public Financing:

0 of 500



h) Business Plan:

0 of 500



3. Attachment(s):

No file chosen

No file chosen

No file chosen

No file chosen

Descriptions of Attachments:

VEGI INTIAL AND FINAL APPLICATION APPROVAL CRITERIA: BUT FOR FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INTIAL OR FINAL APPLICATION, YOU SHOULD
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If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

Statutory Citation: 32 VSA Chapter 105, Subchapter 2, Section 3332(b):

(b) Mandatory criteria. The Council shall not approve an application unless it finds:

(1) Except as otherwise provided for an enhanced incentive for a business in a qualifying labor market area under section 3334 of this title, the new revenue the proposed activity generates would generate to the State exceeds would exceed the costs of the activity to the State.

(2) The host municipality welcomes the new business.

(3) Pursuant to a self-certification or other documentation the Council requires by rule or procedure, the business attests to the best of its knowledge:

(A) the business is not a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, or if a named party, that the business is in compliance with the terms of such an order or decree;

(B) the business complies with applicable State laws and regulations; and

(C) the proposed economic activity would conform to applicable town and regional plans and with applicable State laws and regulations.

(4) If the business proposes to expand within a limited local market, an incentive would not give the business an unfair competitive advantage over other Vermont businesses in the same or similar line of business and in the same limited local market.

(5) But for the incentive, the proposed economic activity:

(A) would not occur; or

(B) would occur in a significantly different manner that is significantly less desirable to the State.

General Instructions

The Vermont Economic Progress Council must determine that But for the incentive, the proposed economic activity: (A) would not occur; or (B) would occur in a significantly different manner that is significantly less desirable to the State.

This is the key determination for whether the incentives can be authorized or not. This determination can only be made by the Vermont Economic Progress Council Board and cannot be made by staff. Applicants are advised to consider this response carefully and completely. The Council must determine that the activity proposed by the applicant will occur because of the incentive or that the

activity would occur in a significantly different and significantly less desirable manner if the incentive is not authorized. With a positive determination, the new tax revenues that will be generated by the economic activity of the project (new jobs, payroll, capital investments) are incremental to the State and a portion of those new revenues can be returned to the company as the incentive. If this determination cannot be made, or there is a negative determination, the project represents revenue that would have been generated anyway and an incentive cannot be authorized as it would represent a cost to the taxpayers.

How this criterion is met differs for each applicant and depends on the company, the project and the situation. A company could be making a “grow, no grow” decision or a location decision, that is dependent on receiving an economic incentive. Or, the incentive could be a key factor, making an impact of significance, on the scope or timing of a project. Or, the incentive could make a difference regarding whether or not a project occurs because of a financial significance to the company’s bottom line.

The But For statement must be clear and complete. The statement, responses to the specific questions, and accompanying attachments must include all information the Council needs to make a determination.

Line-by-Line Instructions:

1. **But For Statement:** In the text box provided, enter a statement regarding how it is that but for the economic incentive to be offered, the proposed economic activity would not occur, or a statement regarding how the proposed activity would occur in a significantly different and significantly less desirable manner. The statement can address both situations.
 - Remember that before the application can be submitted, two officers of the company must sign the application (electronically). This signature is an attestation to the veracity and truth of all statements and data included in the application, including the But For statement.
 - The But For statement must include narrative detail supporting the specific But For argument being made which is sufficient for the Council to make a But For determination. Be sure to include information such as:
 - Who will make the final decision about proceeding this project and when;
 - Factors that are being considered and how Vermont fares in those factors and compares to non-Vermont locations under consideration, if any;
 - Whether and how the incentive could or would make a difference; and
 - What would occur or would not occur if incentives are not authorized and why.
 - Some information will be specific to the But For statement being made. For example:
 - If the But For is a “yes” or “no” go decision, who is making that decision and what factors are being considered?

- If the But For is based on a location decision, what other locations outside Vermont are being considered, what incentives are being offered, and with whom is the applicant communicating about those incentives?
 - If the But For is about a significantly different/less desirable outcome (scope, scale, timing), how would the project be significantly different and less desirable? What are the data projections that indicate a different and less desirable outcome? What is the significance of the difference?
 - If the But For statement is based on financial need, include financial details of the company and the project and what is the significance of the difference and desirability?
- The VEGI incentive is based on the overall economic impact a project will have on the State, measured by the incremental tax revenues that will be generated by the project. If your But For argument is in regards to activity that would be significantly different and less desirable, your explanation should address how the incremental tax revenues to the State would be significantly different and less desirable, that is, there would be a significantly reduced level of revenue generated. If this is the case, the applicant must address the significance of the difference.

2. **But For Questions: All applicants**, regardless of the nature of the But For statement, must directly address each of the following questions in addition to the But For statement. In the text boxes provided, answer these questions individually and completely even if the But For Statement provided already includes this information.

- a) Have you placed or posted any ads for the new jobs proposed by this application? Where? When?
- b) Will you need any building, environmental, or other permits? What are they? What is the status of the permits? Have you applied for any permits for this project? When? Have any been approved? When?
- c) If the plan is to purchase a facility, have you negotiated or signed a purchase and sales agreement? When? If the plan is to lease, has a lease been negotiated or signed? When?
- d) Have you made any expenditures for, payments to, or obligations with, any architects, engineers, or designers for sites or facilities for this project in Vermont or outside Vermont?
- e) Are you negotiating with any economic development officials in other states regarding this project? Who are they and what are they offering for incentives? Provide detailed contact information if it is available.
- f) How will the project be financed? What type? Equity investors? Bank financing? Have any agreements been signed or are any elements of the financing plan in place?
- g) Will the project receive or has it received any public funds or financing (i.e. VEDA, USDA/RD, CDBG, USED, other)? Have applications been submitted? When? Have any of these been awarded? When?
- h) Is there a business plan for the period that includes this project (i.e Five-Year Plan) or for this project specifically? If so, upload to the application.

3. **Upload Supporting Material:** To supplement and substantiate the But For Statement and answers to the But For Questions, applicants should attach relevant supporting documents and

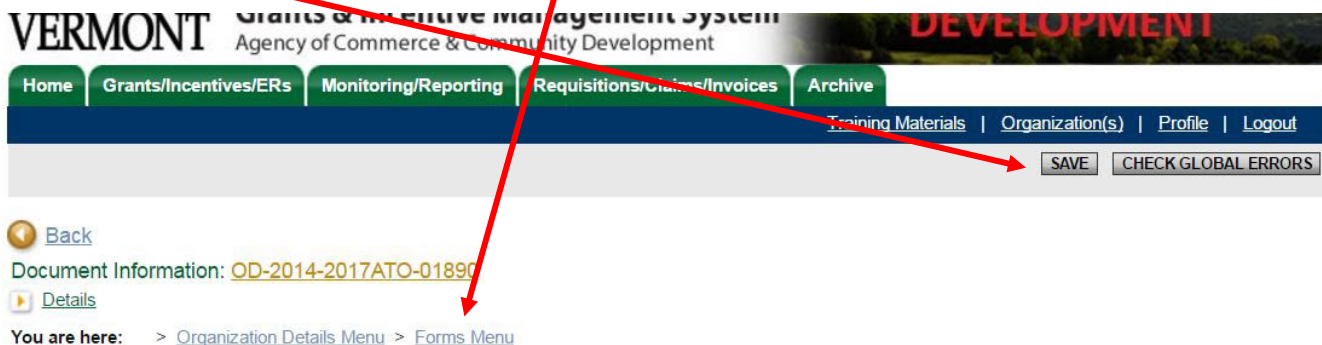
information, as appropriate for their But For statement. The attachments that should be included depend on the But For argument being made and should include:

- Information regarding incentives offered by other locales and copies of any specific incentive offers. Include names and contact information for any out-of-state officials contacted.
- Data (spreadsheets) documenting a significantly different/significantly less desirable outcome without incentives, or financial need. **This upload is required** if your project is dependent on the incentives to meet a financial need or the incentives will cause the project to occur in a significantly different/significantly more desirable manner.
- Documents that substantiate the But For or applicants' answers to the questions above.
- Any press releases, media statements, news reports, regarding the project contained in the application.
- Copies of any signed or proposed lease or Purchase and Sale agreements.
- Financial statements.
- Business plan.
- Equity/Financing plan.
- Market information.

To upload documents, click on **"Browse,"** on the form, find the document on your computer and either double click on the document name or click "open" to upload. Then click **"Save"** on the form.

When all fields are completed:

Click **"SAVE"** and then click on **"Forms Menu"** to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

But For
Municipal & Regional Support and Plan Conformance
Market and Competition
Potential Enhancements

Navigate to the next form using the links at the bottom of the form.

MUNICIPAL & REGIONAL SUPPORT AND COMPLIANCE

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[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.](#)

1.

The company officials signing this application can attest and confirm, to the best of their knowledge, that the applicant business(es):

- A. Is (are) not a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, or if a named party, that the business is in compliance with the terms of such an order or decree;
- B. Comply (and/or will comply) with applicable State laws and regulations; and
- C. The proposed economic activity will conform to applicable town and regional plans and with applicable State laws and regulations.

2. a. Upload Copy of Decree or Order: No file chosen

b. Compliance Explanation:

0 of 1000

3. Permits Required / Status:

0 of 1000

NOTE: Maximum Field Length is 1,000 characters, including spaces. Also Note, cutting and pasting from standard word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

4. Upload Letters from


Municipality: No file chosen

Regional Development Corporation: No file chosen



Regional Planning Commission: No file chosen

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VEGI INITIAL AND FINAL APPLICATION APPROVAL CRITERIA: MUNICIPAL AND REGIONAL SUPPORT AND COMPLIANCE FORM INSTRUCTIONS

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(1) Except as otherwise provided for an enhanced incentive for a business in a qualifying labor market area under section 3334 of this title, the new revenue the proposed activity generates would generate to the State exceeds would exceed the costs of the activity to the State.

(2) The host municipality welcomes the new business.

(3) Pursuant to a self-certification or other documentation the Council requires by rule or procedure, the business attests to the best of its knowledge:

(A) the business is not a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, or if a named party, that the business is in compliance with the terms of such an order or decree;

(B) the business complies with applicable State laws and regulations; and

(C) the proposed economic activity would conform to applicable town and regional plans and with applicable State laws and regulations.

(4) If the business proposes to expand within a limited local market, an incentive would not give the business an unfair competitive advantage over other Vermont businesses in the same or similar line of business and in the same limited local market.

(5) But for the incentive, the proposed economic activity:

(A) would not occur; or

(B) would occur in a significantly different manner that is significantly less desirable to the State.

Line-by-Line Instructions:

1. **Statement of Compliance With State Laws:** Check the box if the company officials who will certify the application as the Authorizing Official and Senior Authorizing Official can attest and confirm that the company(ies):

- Is (are) not a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, or if a named party, that the business is in compliance with the terms of such an order or decree;

- Complies (and/or will comply) with applicable State laws and regulations; and
 - The proposed economic activity will conform to applicable town and regional plans and with applicable State laws and regulations.
2. a. Only if the company(ies) is/are a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, upload a copy of the order, consent decree or judicial order.
 b. Only if the company(ies) is/are a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State and you have uploaded a copy of the order, consent decree or judicial order, enter an explanation of how the company(ies) are complying with the order or decree. If not applicable, enter "N/A."
 3. **Permits:** Enter an explanation of the permits that will be required to accomplish the project and provide a status of the permit application.
 4. **Uploads: Letters from Host Municipality and Regional Organizations:** Applicants must upload three letters from the appropriate: 1) regional development corporation, 2) regional planning commission; and 3) the host municipality. The letter must:
 - Confirm or deny support for the applicant and project.
 - Confirm or dispute current conformance by the applicant business with the town and regional plans and compliance with all local, regional and state permit and approval requirements.
 - Confirm or dispute that the proposed project would conform with local and regional plans.

The [Regional Development Corporation](#) (RDC) that operates in the region in which your project will, or is likely to be located, can assist you to obtain these letters. You should be in communication with the appropriate regional development corporation regarding your project and VEGI application anyway. They can provide free assistance with your application and can advocate for your application and their region when the application is before the VEPC Board (Note however, that the RDC Director cannot represent you or replace you during the VEPC Board meeting; a representative of the company must attend). The RDC can help you obtain the required letters and, acting as an application writer, can attach the letters to the application for you. The appropriate RDC Director will be given access to your application to assist you with completion of your application and to provide these letters. If you do not want the RDC Director to have access to your application, please [notify VEPC staff](#). If you deny the RDC Director access to your application, you must obtain and attach these letters yourself.

Letter requirements: All three letters must be uploaded. Under certain circumstances, only the letter from the RDC may be required to be uploaded with an Initial Application. The letters from the Regional Planning Commission and municipality must address issues related to the specific location of the potential project and therefore cannot be obtained unless a location decision has been made. For some projects that decision is not made until *after* an Initial Application is approved and the company receives an initial approval of incentives. This is usually the case for companies considering Vermont for relocation, expansion, or start-up.

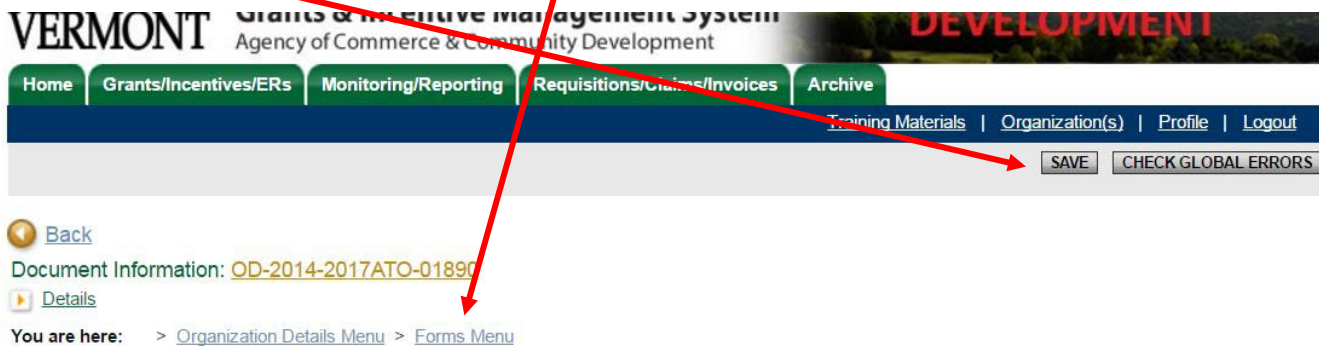
Obtain the letters from the Regional Planning Commission and host municipality and upload them to an Initial application *if*, at the time of the Initial Application, you are certain enough about the potential location of the project should the incentives be approved. This may be the case for Vermont companies that are deciding about an expansion at or near their current location or for projects that do not involve any facility expansion. Applicants that must first have an initial approval of incentives to make a decision on location may wait and obtain and upload the letters from the municipality and Regional Planning Commission with the Final Application.

If this is a **Final Application**, all three letters must be uploaded.

To upload documents, click on **“Browse,”** on the form, find the document you want to attach on your computer and either double click on the document name or click **“open”** to upload. Then click **“Save”** on the form.

When all fields are completed:

Click “SAVE” and then click on “Forms Menu” to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria**
- Applicant Data Forms
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- But For
- Municipal & Regional Support and Compliance**
- Market and Competition
- Potential Enhancements



CHECK GLOBAL ERRORS

SPELL-CHECK

EDIT FORM

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Document Information: [VAP-2023-VEGITestCo-00002](#)

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MARKET & COMPETITION

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.](#)

1. Market Description:

0 of 1000

NOTE: This field has a 1000 character Maximum Field Length. However, please be concise in your description. Also Note, cutting and pasting from standards word processors may include extra formatting and may cause your text to appear odd or truncated. Please review your information if you are using a cut and paste method.

2. Competition:

0 of 1000

NOTE: This field has a 1000 character Maximum Field Length.


3. Impact on Vermont Businesses:

0 of 1000



NOTE: *This field has a 1000 character Maximum Field Length.*

0

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VEGI INITIAL AND FINAL APPLICATION APPROVAL CRITERIA: MARKET AND COMPETITION FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD
REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

Statutory Citation: 32 VSA Chapter 105, Subchapter 2, Section 3332(b):

(b) Mandatory criteria. The Council shall not approve an application unless it finds:

(1) Except as otherwise provided for an enhanced incentive for a business in a qualifying labor market area under section 3334 of this title, the new revenue the proposed activity generates would generate to the State exceeds would exceed the costs of the activity to the State.

(2) The host municipality welcomes the new business.

(3) Pursuant to a self-certification or other documentation the Council requires by rule or procedure, the business attests to the best of its knowledge:

(A) the business is not a named party to an administrative order, consent decree, or judicial order issued by the State or a subdivision of the State, or if a named party, that the business is in compliance with the terms of such an order or decree;

(B) the business complies with applicable State laws and regulations; and

(C) the proposed economic activity would conform to applicable town and regional plans and with applicable State laws and regulations.

(4) If the business proposes to expand within a limited local market, an incentive would not give the business an unfair competitive advantage over other Vermont businesses in the same or similar line of business and in the same limited local market.

(5) But for the incentive, the proposed economic activity:

(A) would not occur; or

(B) would occur in a significantly different manner that is significantly less desirable to the State.

A project that is proposed with economic activity that will occur within a limited, local market and in which there are other businesses in the same line of business, will have adverse impacts on the cost-benefit modeling that is used to calculate the VEGI incentive.

A project with a limited, local market is one in which the customer base is within Vermont only, routinely serves a geographically limited population of the state, does not circulate new dollars into the state, has direct local competition, and results in job shifting within a sector rather than new job creation. For these reasons, such a project will have a relatively small incremental impact on the overall economy of the state. Statute prohibits authorizing VEGI incentives if to do so would give a

business an unfair competitive advantage over other Vermont Businesses in the same or similar line of business and in the same limited local market.

Examples include some retail operations, a produce delivery service with a small customer area, a doctor's office, a gym or a physical therapy facility, or a brewery that serves only the surrounding neighborhood or community.

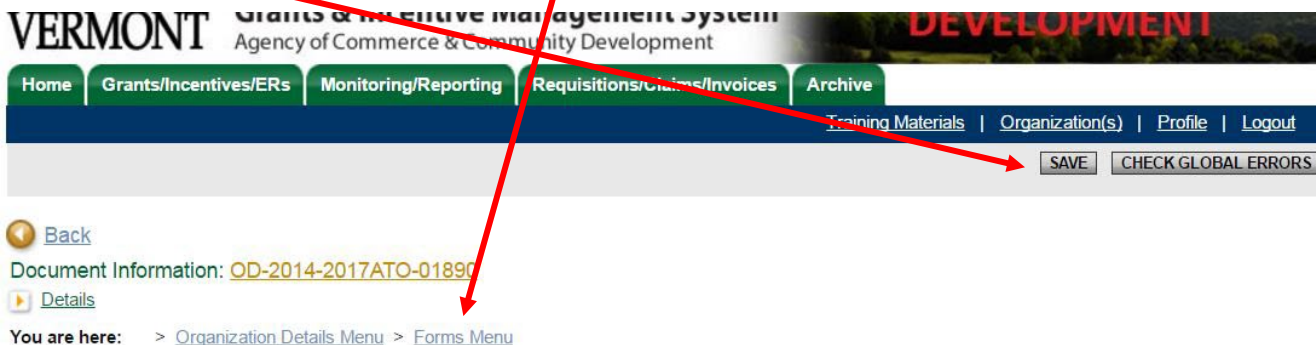
The following responses will help the Council determine if the proposed project serves only a limited local market.

Line-by-Line Instructions:

- 1. Market Description:** In the text box, provide a description of the market(s) your business serves now and/or will be serving because of the project in this application. Include an indication as to whether your markets are local, regional, national and/or international. If your market is local only (within Vermont), provide a detailed description of your customer base, local competition, and potential employment market.
- 2. Competition:** In the text box, describe your competitors and indicate where they are located and headquartered.
- 3. Impact on Vermont Businesses:** In the text box, explain whether the project will have any impact (adverse or beneficial) on Vermont-based competition. If so, discuss and quantify.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria
- Applicant Data Forms
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- But For
- Municipal & Regional Support and Plan Conformance
- Market and Competition
- Potential Enhancements

Navigate to the next form using the links at the bottom of the form.

POTENTIAL INCENTIVE ENHANCEMENTS

Refer to form instructions for eligibility requirements and other restrictions for each enhancement before selecting answers.

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.](#)

1. Are you requesting a Look Back Waiver?

Yes No*

PLEASE NOTE: You will need to complete the Look Back Waiver Information form, now available in your forms listing.

2. Green VEGI Enhancement Eligible?

Yes No*

If yes,

New Activity in Vermont will be primarily in research, design, engineering, development or manufacturing related to which of the following? (Choose one or more):

- Waste management, including waste collection, treatment, disposal, reduction, recycling, and remediation.
- Natural resource protection and management including water and wastewater purification and treatment, air pollution control and prevention or remediation, soil and groundwater protection or remediation, and hazardous waste control or remediation.
- Energy efficiency or conservation.
- Clean energy, including solar, wind, wave, hydro, geothermal, hydrogen, fuel cells, waste-to-energy, or biomass.

Green VEGI Attachments:

Description: [Choose File](#) No file chosen

Description: [Choose File](#) No file chosen

Staff Upload - Green Certification: [Choose File](#) No file chosen

3. LMA Enhancement Eligible?

Yes
LMA: Middlebury

PLEASE NOTE: You will need to complete the LMA Justification form, now available in your forms listing.

VEGI INITIAL AND FINAL APPLICATION APPROVAL CRITERIA: POTENTIAL ENHANCEMENTS FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD
REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If you filed a Pre-Application, the answers you provided to the potential enhancement questions in your Pre-Application pulled forward to this Initial Application and will pull into your Final Application.

- Review the answers you provided to the four questions, edit as necessary, and then click "SAVE."
- If you answer "Yes" to Questions 1 and/or 3, review the information below and note that **new forms will be added to your application form list to complete**.
- If you answer "Yes" to Question 2, there is additional information **on this form** to complete.
- If this is a Final Application, click "SAVE" even if you do not change anything on the form.

Line-by-Line Instructions:

1. Select an answer to the question: "Are you requesting a Look Back Waiver?"

Incentives cannot be authorized for the restoration of full-time jobs cut during the two years prior to application for incentives, thus the "look back." If your company reduced full-time employment during the two years prior to application, the incentive calculation will be adjusted so that only employment created after the restoration of the lost jobs are counted toward the incentive. Under certain circumstances, a waiver of this look back can be requested and considered by VEPC.

Due to the nature of this requirement, note that the answer to this question will always be "no" for start-ups or companies that did not operate in Vermont prior to application.

Read the [Look Back Requirement and Waiver](#) document and select "Yes" **only if**:

- Look Back adjustment is required when the incentive is calculated due to a reduction in full-time employment during the two years prior to application; and
- The applicant can provide evidence that the business is establishing a significantly different, new line of business and creating new jobs in the new line of business that were not part of the business prior to filing its application.

If you select "Yes," **an additional form to complete will be added to your form list**. The form will ask for the information required for the Council to determine if a waiver of the Look Back requirement can be approved. Approval of the waiver means that the full-time jobs that were eliminated during the two years prior to application will not have to be made up before the incentive can be applied.

Be sure to complete the Look Back Waiver form by clicking on it in your application form list.

2. Select an answer to the question: “Is your project eligible for the Green VEGI Enhancement?”

If your project meets the requirements of the Enhancement for Environmental Technology Companies, informally known as “Green VEGI,” the project may be eligible for increased VEGI incentives. Read the [Green VEGI Enhancement](#) and select “Yes” **only if** the project is eligible.

“Green VEGI” Sector: If you answered “Yes” to Question 2, **complete the additional information on this form:**

- Click on the appropriate box(es) to indicate in which of the eligible Environmental Technology sector(s) your company will add new qualifying jobs in Vermont to conduct research, design, engineering, development or manufacturing in Vermont because of these incentives.
- **Attachment(s):** Attach evidence supporting and verifying the “Green VEGI” eligibility of the applicant entity and/or project by uploading relevant document(s) to the space(s) provided. Evidence can include product descriptions, technical papers, industry newsletters, etc. The evidence must allow the Secretary of Commerce to determine the entity and/or project in Vermont is eligible for the enhancement.

To upload documents, enter a description of the document, click on “**Browse**,” on the form, find the document on your computer and either double click on the document name or click “open” to upload. Then click “**Save**” on the form.

Click “SAVE”

VEPC staff will request that the Secretary of Commerce review the information provided and other information in your application certify or deny certification of the application as Green VEGI eligible. If certified as eligible by the Secretary of Commerce, the Initial Application will be calculated using the Green VEGI enhancement.

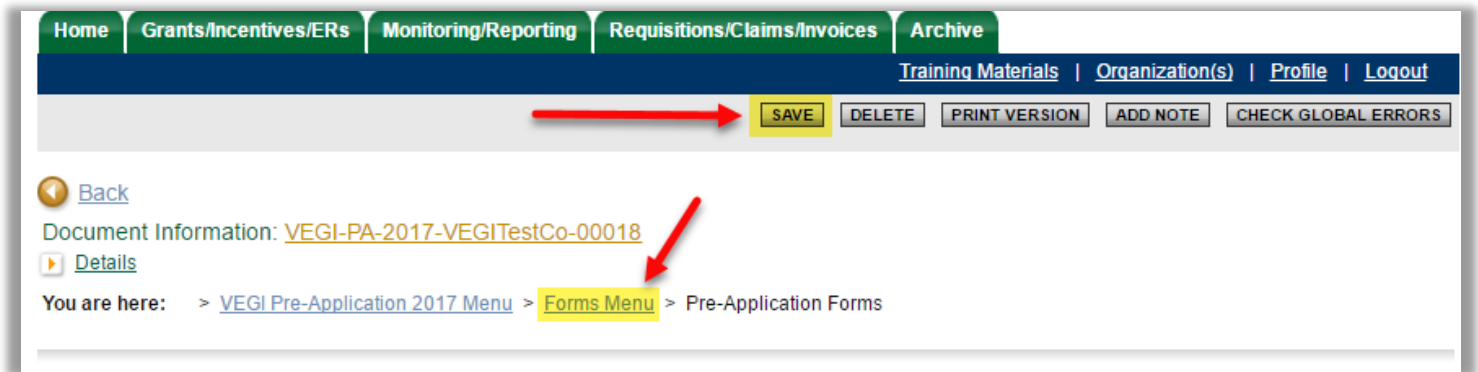
3. LMA Enhancement: The location of your project, which you indicated on the “Applicant and Project Information” form has determined geographic eligibility for the [LMA Enhancement](#) (click this hyperlink for more detail). This potential enhancement may be available to projects that will occur in certain [labor market areas](#) (LMAs) of the state.

Your VEGI Pre-Application estimate provided both the regular incentive calculation and the incentive calculated using the LMA Enhancement. However, the amount of the LMA Enhancement that can be authorized each calendar year is capped by statute. Therefore, when this formal Initial Application is filed and considered, the Council will review additional information and a justification for the enhancement provided by the applicant and make a determination regarding whether or not to approve the enhancement and how much to increase the incentive.

If you select "Yes," **an additional form to complete will be added to your form list**. The form will ask for additional information about the company and the project required for the Council to determine if the LMA Enhancement should be approved. Be sure to complete the LMA Enhancement Form by clicking on it in your application form list.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

But For
Municipal & Regional Support and Plan Conformance
Market and Competition
Potential Enhancements
LMA Enhancement Form (If eligible)
Look Back Waiver (if eligible)

If your project is **not** eligible for the LMA Enhancement or the Look Back Waiver, navigate to the "Applicant Data Forms" node using the "Forms Menu" link near the top of the page.



APPLICANT AND PROJECT INFORMATION

LMA ENHANCEMENT JUSTIFICATION

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.](#)

1. Justification *

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2. Will the project result in the re-opening or avoid the closure of a business? *

Yes No

3. Does the project involve a business operation upon which the community relies for employment or tax revenue? *

Yes No

4. Will the project be a catalyst for business attraction and growth, or provide economic diversity to a region dependent on a single or a few economic driver(s)? *

Yes No

5. Does the project intend to utilize an existing facility that is currently underutilized or vacant? *

Yes No

6. Does the applicant have substantial in-state business-to-business interactivity? *

Yes No

0

VEGI INITIAL AND FINAL APPLICATION APPROVAL CRITERIA: POTENTIAL ENHANCEMENTS: LMA ENHANCEMENT FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD
REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

Vermont statute allows the Vermont Economic Progress Council (Council) to increase VEGI incentives for projects that will occur in economically-disadvantaged regions of the state. This is to encourage more economic development projects and job growth in those regions and to help ensure a more equitable distribution of the incentives throughout the state. The eligible regions are defined by Labor Market Areas. Click for [detail on the LMA Enhancement](#). Click for [Eligible LMAs](#).

The Council inputs the job creation, payroll generation, and capital investments of each project in a [cost-benefit model](#) to determine the tax revenue benefits and costs (including the cost of the incentive) for each project. The difference between the total benefits and costs is the estimated "net revenue benefit" that will accrue to the State of Vermont over the five years that the incentive can be earned.

If the potential location of the project for which VEGI incentives are sought indicates geographic eligibility for the LMA Enhancement, the Council is authorized to increase the incentive for that project. Since the incentive is one of the "costs" in the cost-benefit calculation, any increase in the incentive reduces the net revenue to the state. However, the aggregate of the amount the incentive can be increased each calendar year is capped by statute at \$1,000,000. So, instead of considering applications that are geographically-eligible on a purely first-come-first-served basis, the Council reviews several additional criteria to determine:

- A) Should this project benefit from an increase in the VEGI incentive and therefore count against the LMA Enhancement annual cap? And
- B) If so, how much should the incentive be increased, thereby decreasing the estimated net revenue benefit to the State?

The additional criteria the Council will consider are:

- Will the project result in extraordinary and/or increased benefits to the State that are in addition to the job creation and incremental revenue generated by the project?
- Will the project result in the reopening or avoid imminent closure of a business?
- Does the project involve a critical business operation upon which a community relies for employment or tax revenue?
- Will the project likely be a catalyst for business attraction and growth, or provide economic diversity to a region dependent on a single economic driver?
- Can the projects demonstrate substantial in-state business-to-business interactivity?

- Does the project plan to utilize an existing facility that is currently underutilized or is not being utilized?
- Has the applicant provided compelling evidence that the increased incentive is essential or critical to advancing the project in Vermont?

The location of your potential project is geographically eligible for the LMA Enhancement. In order for the Council to make the LMA Enhancement determinations, you must provide the following information. Answering “Yes” to some of the questions will cause a narrative text box to appear that must be completed as directed.

Line-by-Line Instructions:

1. **Justification:** Enter in the narrative box a justification for the increased incentive. Why is a level of incentive, above and beyond the normal calculation, required for this project to occur, occur in this location, or occur in the manner presented? Why is an increased level of incentive essential or critical to advancing this project in Vermont? What are the extraordinary and/or increased benefits to the State that are in addition to the job and payroll creation and investments?
2. **Will the project result in the re-opening or avoid the closure of a business?** Answer “Yes” or “No” to this question. If “yes,” enter explanatory detail in the narrative box.
3. **Does the project involve a business operation upon which the community relies for employment or tax revenue?** Answer “Yes” or “No” to this question. If “yes,” enter explanatory detail in the narrative box.
4. **Will the project be a catalyst for business attraction and growth, or provide economic diversity to a region dependent on a single or a few economic driver(s)?** Answer “Yes” or “No” to this question. If “yes,” enter explanatory detail in the narrative box.
5. **Does the project intend to utilize an existing facility that is currently underutilized or vacant?** Answer “Yes” or “No” to this question. If “yes,” enter explanatory detail in the narrative box.
6. **Does the applicant have substantial in-state business-to-business interactivity?** Answer “Yes” or “No” to this question. If “yes,” an upload prompt will appear. Upload a list of the ongoing business-to-business interactions the applicant entity has or will have within Vermont. These can include vendor, supplier, or customer relationships.

Include the following:

- a. At the top, name of applicant
- b. Period for the amounts listed in (e) (i.e. Calendar year 2017)
- c. Name of company with which interacting
- d. Type of interaction (vendor, supplier, customer, other)
- e. Dollar amount of interaction
- f. Total of dollar amount of interactions
- g. Percent of total annual accounts payable (for vendors and suppliers) and percent of total sales (for customers)

- Do not include tax or fee payments to local or state taxing entities, including taxes such as Worker’s Compensation or Unemployment Insurance
- Preferred format is MS Excel, but if existing company software produces another format that Is not easily transferred to Excel, upload in the available format.

To upload documents, click on **“Browse,”** on the form, find the document on your computer and either double click on the document name or click **“open”** to upload. Then click **“Save”** on the form.

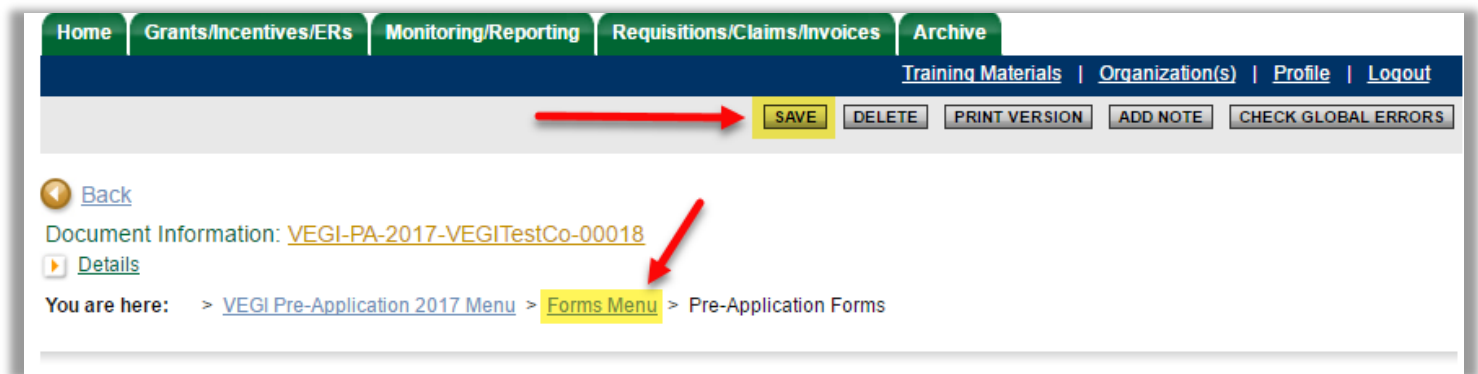
Click **“SAVE”** after upload.

These responses will be summarized by staff for the Council. At the Council meeting at which this Initial Application is considered, the applicant should be prepared to provide a verbal justification of the enhancement in addition to the normal But For argument. The Council will first vote on approval or denial of the basic incentive, and then, if approved, vote on utilization of the LMA Enhancement, and at what level.

The potential increase in incentive amount under the LMA Enhancement would be in addition to the Green VEGI enhancement provided by 32 VSA §3335, if the applicant is also eligible for that enhancement.

When all fields are completed:

Click “SAVE” and then click on “Forms Menu” to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria**
- Applicant Data Forms
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- But For
- Municipal & Regional Support and Plan Conformance
- Market and Competition
- Potential Enhancements
- LMA Enhancement Form (If eligible)**
- Look Back Waiver (if eligible)

If your project is **not** eligible for the Look Back Waiver, navigate to the “Applicant Data Forms” node using the “Forms Menu” link near the top of the page.

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APPLICANT AND PROJECT INFORMATION



LOOK BACK WAIVER 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.](#)

Overview: *

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Describe the current line(s) of business: *

0 of 2000



Describe what the company currently does: *

0 of 2000



Describe what products are currently made/services provided by the Vermont operation: *



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Which markets are served and to what extent? *

0 of 2000

What is the new line of business? *

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How is it different from current line of business? *

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Why is the difference significant? *

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What new market or market segment would be served? *

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What are the new job categories that will be created? *

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VEGI INITIAL AND FINAL APPLICATION APPROVAL CRITERIA: POTENTIAL ENHANCEMENTS: LOOK BACK WAIVER FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INITIAL OR FINAL APPLICATION, YOU SHOULD
REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

VEGI incentives cannot be authorized for the restoration of full-time jobs cut during the two years prior to application for incentives, thus the "look back." If your company reduced full-time employment during the two years prior to application, the incentive calculation will be adjusted so that only employment created after the restoration of the lost jobs are counted toward the incentive.

Under certain circumstances, a waiver of this look back can be requested and considered by VEPC. Read the [Look Back Requirement and Waiver](#) document for more detail.

Statutory Citation: 32 V.S.A. § 3331(9)(E):

"When the position is added to base employment, the business's total employment exceeds its average annual employment during the two preceding years, unless the Council determines that the business is establishing a significantly different, new line of business and creating new jobs in the new line of business that were not part of the business prior to filing its application."

You selected "Yes" to the question regarding Look Back on the "Potential Enhancement Form" **only because:**

- A Look Back adjustment is required when the incentive is calculated due to a reduction in full-time employment during the two years prior to application; and
- The applicant can provide evidence that the business is establishing a significantly different, new line of business and creating new jobs in the new line of business that were not part of the business prior to filing its application.

Provide the following information to allow the Council to determine if a waiver of the Look Back requirement can be approved. Approval of the waiver means that the full-time jobs that were eliminated during the two years prior to application will not have to be made up before the incentive can be applied. The following narrative information must be included even if the applicant believes the issue is addressed elsewhere in the application. For questions 2-5, if the applicant entity is part of a larger entity, describe the activities of all operations, within Vermont and without, if appropriate. Note that one way to meet the waiver criteria is to move an existing line from outside Vermont to Vermont.

Line-by-Line Instructions:

1. **Overview:** Enter a brief narrative providing an overview describing how the applicant believes the project generally meets the waiver requirements.

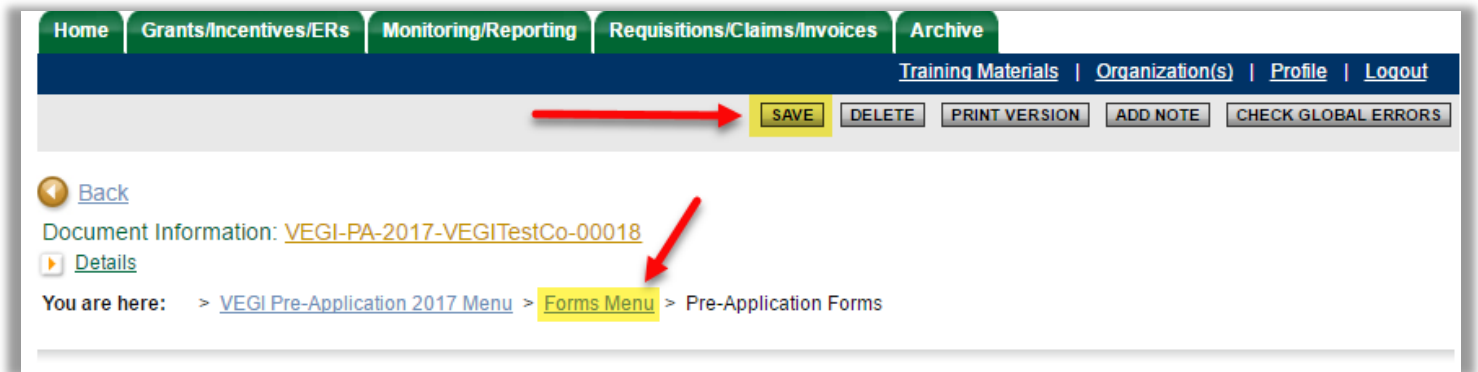
2. **Describe the current line(s) of business.** Enter a brief narrative describing the lines of business currently served by the company.
3. **Describe what the company currently does.** Enter a brief narrative describing business activities of the company. For example, research and development, production, assembly, warehousing, etc.
4. **Describe what products are currently made/services provided.** Enter a brief narrative describing all products and services provided by the company.
5. **Describe which markets are served and to what extent.** Enter a brief narrative describing all markets served and describe market penetration.
6. **Describe the new line of business.** Enter a brief narrative describing the new line of business that will be served by the applicant entity for which incentives are sought.
7. **Describe how the new line is different from current line of business.** Enter a brief narrative describing how the new line of business is different from the current lines of business served by the company.
8. **Describe how the difference in market lines is significant.** Enter a brief narrative describing how the difference between existing lines and the new line of business is significant.
9. **Describe what new market or market segment would be served.** Enter a brief narrative describing the new market or market segment(s) that will be penetrated.
10. **Describe the new job categories that will be created.** Enter a brief narrative describing the new job categories that will be created in Vermont compared to those that currently exist anywhere in Vermont.

Click "SAVE" after all responses entered.

VEPC staff will summarize the information in the staff write-up to the Council, include the incentive levels with and without the waiver, and include a waiver recommendation for the Council to consider as part of the Initial Application. The applicant should be prepared to answer questions regarding this waiver during the Council's consideration of the Initial Application.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

But For
Municipal & Regional Support and Plan Conformance
Market and Competition
Potential Enhancements
LMA Enhancement Form (if eligible)
Look Back Waiver (if eligible)

Navigate to the "Applicant Data Forms" node using the "Forms Menu" link near the top of the page.



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DATA PART 1: EMPLOYMENT AND PAYROLL: HISTORIC AND PROJECTED

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.](#)

Please Note: All fields on this page are required. If there is no value for a field, enter 0.

1. ACTIVITY COMMENCEMENT DATE

2. BENEFITS RATIO %

3. AVERAGE ANNUAL PAYROLL INCREASE %

4. EMPLOYMENT:

TOTAL AT YEAR END					TOTAL ADDED EACH YEAR				
Year -3	Year -2	Year -1	Year 0	Year 1	Year 1	Year 2	Year 3	Year 4	Ye

TOTAL EMPLOYEES: (cumulative)

TOTAL ADDED EMPLOYEES:

Other Subtotal:

a. Owner-Employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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b. Part-time/ Seasonal Employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Full-Time Subtotal:

c. Full-Time, Non-Qualifying

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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d. Full-Time, Qualifying

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5. PAYROLL:

TOTAL AT YEAR END					TOTAL ADDED EACH YEAR				
Year -3	Year -2	Year -1	Year 0	Year 1	Year 1	Year 2	Year 3	Year 4	Ye

TOTAL PAYROLL:

\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

TOTAL ADDED PAYROLL:

\$0 \$0 \$0 \$0

Other Subtotal (Cumulative):

(Inc. Annual Increase)

\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Other Subtotal (Added):

\$0 \$0 \$0 \$0

a. Owner-Employees

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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b. Part-Time/ Seasonal

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Full-Time Subtotal (Cumulative):

(Inc. Annual Increase)

\$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Full-Time Subtotal:

\$0 \$0 \$0 \$0

c. Full-Time, Non-Qualifying

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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d. Full-Time, Qualifying

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. ATTACHMENT

Base Employment Workbook:

No file chosen

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VEGI INITIAL AND FINAL APPLICATION

DATA PART 1: EMPLOYMENT AND PAYROLL, HISTORIC AND PROJECTED

FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI APPLICATION, YOU SHOULD REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#)

If you filed a Pre-Application, the data you entered in Data Parts 1, 2, 3, and 4 will pull forward to your Initial and then your Final Application.

- Review all data pulled into the Initial/Final application.
- Make adjustments to all data to reflect new information and the current projections of your project. This should include corrections to historic data and updates to your projections to represent the project as currently known.
- Changes in project data are expected between the Pre-Application and Initial Application and then between the Initial and Final Applications. This allows applicant companies the ability to meet the But For in an Initial Application when they are at a point of project development that might not include definitive employment, payroll and investment data.
- The project data entered in a Final Application become the [Performance Requirements](#) the applicant company must meet to earn the VEGI incentives.
- If any data is edited, click "SAVE."

Reminders:

- All data must be entered on calendar year basis.
- All cells must have data entered. Enter a zero ("0") if no data is required. Do not leave any cells blank.
- Enter numbers only. Symbols such as dollar signs, commas, and percent signs will enter automatically after you SAVE.

VEGI WAGE THRESHOLD AND DEFINITION OF A QUALIFYING JOB:

To complete a VEGI application you will need to know the VEGI Wage Threshold for the Vermont region (defined by the Labor Market Area) in which your project will occur and the definition of a Qualifying Job. Review the "[Qualifying Job and Wage Threshold](#)" information prior to completing your application. You can also [contact VEPC staff](#) for this information.

Line-by-Line Instructions:

1. **Activity Commencement Date:** This field will auto-fill with the Activity Commencement Date (ACD) you entered on the Applicant and Project Information Form.
2. **Benefits Ratio:** Enter the average employee-benefits-to-compensation ratio, as a percentage, as follows:
 - a. For applicants with employees in Vermont at the time of application, enter the actual ratio for current employees.

- b. For start-ups and companies new to Vermont, enter an estimate for new employees projected to be added in Vermont.

This ratio is the percentage of total compensation that is the cost of non-statutory employee (fringe) benefits paid by the employer.

To calculate the employee benefits ratio:

- i. Add together total wages, salaries, and taxes on those wages and salaries. Include payroll taxes and any statutory payroll-related costs such as Unemployment Insurance, Worker's Comp Insurance or the cost of mandatory leave.
- ii. Add together the cost of the employer portion of employee benefits for all hourly and salaried employees. Include health insurance, life insurance, pension plans, child care subsidies, ST and LT disability insurance, paid leave and vacation time, and any other benefits provided. The costs included should correspond to the list of benefits you include on the **Data Part 4: Benefits Form**.
- iii. Divide the total cost of employee benefits by the total wages and salaries and enter the result as a percentage. Using the example below: $\$480,000/\$2,140,000 = 0.2242 = 22\%$. Enter 22.

Example:	
Total Wages and Salaries	\$ 2,000,000
Payroll Taxes	\$ 140,000
Total Salaries and Taxes	\$ 2,140,000
Employee Benefits:	
Pension Plans	\$ 140,000
Life Insurance	\$ 20,000
Medical Insurance	\$ 320,000
Total Employee Benefits	\$ 480,000
Benefits Ratio	22%

3. **Average Annual Payroll Increase:** Enter an average of the projected annual increases in wages/salaries you expect to occur for all employees during the project period (up to five years), including cost of living increases and other annual raises anticipated, but not increases in payroll due to adding new employees. This percentage should represent the annual increase that will occur for current employees. The percentage typically reflects the annual rate of inflation or the Consumer Price Increase (CPI). For example, if for Year 1 the expected overall increase in payroll for the employees that existed in Year 0 is 3%, and Year 2 is 3%, Year 3 is 2%, Year 4 is 2% and Year 5 is 4%, the average would be 3%. This percent increase will be used to automatically increase existing payroll and added payroll each subsequent year in the cumulative payroll lines, which are auto-filled in the payroll section of this form.

AFTER ENTERING THE TWO PREVIOUS FIELDS, CLICK "SAVE" TO GET THE ACTUAL YEARS TO POPULATE IN THE DATA SECTION.

4. Employment Data, Historic and Projected:

- In the columns for Year -3, Year -2, Year -1 and Year 0, enter the number of employees you had in Vermont as of the end of each calendar year for each category as defined below.

- For the column for Year 1 from January 1 through the [Activity Commencement Date](#) (ACD), enter the number of employees you had in Vermont as of the ACD for each category as defined below. **If your ACD is January 1**, enter the same data you entered for Year 0 in this column.
- For the column for Year 1 from the ACD through December 31, enter the **net** number of employees you will add between the ACD and December 31 of Year 1 for each category as defined below.
- For the columns for Year 2, Year 3, Year 4, and Year 5, enter the **net** number of new employees to be **added** during each calendar year for each category as defined below. Do not enter cumulative headcount totals. Jobs can only be counted as new if you maintain existing jobs, so adjust the number of new jobs to be added to account for attrition. For example, if your historic rate of attrition is 1% and you project adding 10 new qualifying jobs in Year 1, enter 9 new jobs.

[VEGI Employment Categories:](#)

In the row for each of these categories, enter the data described above using the following definitions:

a. Owner-Employees: Employees who are also owners, only if: 1) They are paid Medicare wages or salaries that are reported on Federal Tax Form W2 for employment in Vermont by the company that is the subject of this application; and 2) They have a 10% or more ownership interest in the company that is the subject of this application, including attribution of ownership interests of the employee's spouse, parents, spouse's parents, siblings, and children. If an owner's interest, including attribution of ownership interest is less than 10%, and they receive Medicare wages or salaries, include them in another category. Do not include owners who do not receive Medicare wages or salaries in any category.

b. Part-Time/Seasonal Employees: Employees working in Vermont who are seasonal and/or work 34 hours or less per week (part-time) but are paid Medicare wages or salaries as reported on Federal Tax Form W2 for employment in Vermont by the company that is the subject of this application.

c. Non-Qualifying Full-time Employees: Employees that are permanent (not temporary, contract, agency), full-time (working 35 hours or more each week) and earning Medicare wages or a salary (as reported on Federal Tax Form W2 for employment in Vermont by the company that is the subject of this application) but does not meet the definition of a "qualifying job" because the wage or salary is the **same as or less than** the [VEGI Wage Threshold](#) for the application year and/or the employee was not or will not be offered a qualifying set of employee benefits.

ADVISORY:

- Do not use any other definition for Non-Qualifying Employees. The only difference between a Qualifying and Non-qualifying employee for the purposes of this application is the wage level and availability of benefits.
- Employees that do not work in Vermont are not Non-qualifying employees.
- Employees that work outside of Vermont and are not paid Vermont wages are not included on the application in any category.
- Interns, contract, agency, or other temporary employees are also not included in the application.

d. Qualifying Full-time Employees: Employees that are permanent (not temporary, contract, agency), full-time (working 35 hours or more each week), non-owners, and earning Medicare wages or a salary (as reported on Federal Tax Form W2 for employment in Vermont by the company that is the subject of this application) that is **greater than** the [VEGI Wage Threshold](#) for the application year and received or will be offered a qualifying set of employee benefits.

Remember that for Year 1, enter only new, qualifying employees to be added between the Activity Commencement Date and December 31. Do not enter cumulative totals. Be sure to adjust these estimates to account for any attrition that might occur so that these are net new jobs added. For example, if you project adding 10 new qualifying employees in Year 1, but know that you have an attrition rate that results in the loss of 2 jobs each year, the estimate should be adjusted to 8 new qualifying jobs.

ADVISORY:

- There must be data entered on Row 4.d for at least one of Year 1 through Year 5 or no incentive can be calculated.
- The new, qualifying employees added will be used to calculate the VEGI incentive and these employment levels will become one of the performance measures that must be met to earn the incentive each year if a Final Application is filed and approved.

5. Payroll Data, Historic and Projected:

ADVISORY: For all payroll amounts entered in Section 5, do not include:

- Income from non-statutory stock options even if they are included in W2 wages;
 - The cost of benefits, unless they are paid directly to employees and appear in their W2 Medicare wages.
 - One-time benefits that do not or will not recur each year such as signing bonuses or moving expenses.
-
- For the columns for Year -3, Year -2, Year -1 and Year 0, enter the actual payroll level you had *at the end of each calendar year* for the employees in each category in Vermont that you included in **Section 4. Employment**, using the same definitions for each category.
 - For the column for Year 1 from January 1 through the Activity Commencement Date (ACD), enter the **annualized** payroll level for the employees in Vermont that you included in **Section 4. Employment** as of the ACD using the same definitions for each category. If January 1 is your ACD, enter the same data that you entered for Year 0 in this column.
 - For the column for Year 1 from ACD through Dec 31, enter the annualized payroll for the new employees you added in each category in **Section 4. Employment**, using the same category definitions. Do not include annual increases (COLAs) or the cost of benefits. Do not enter cumulative totals. Do not adjust for partial year employment. For example, if you entered 2 new qualifying employees on Line 4d that will each earn \$50,000 for a full year of employment, but

you expect them to start mid-year, enter \$100,000, *not* \$50,000 to reflect partial year employment. The fact that they will be hired mid-year will be adjusted elsewhere in the application.

- For the columns for Year 2, Year 3, Year 4, and Year 5, enter the annualized payroll for the new employees you added in each category in **Section 4. Employment**, using the same category definitions. Do not include annual increases (COLAs) or the cost of benefits. Do not enter cumulative totals. Do not adjust for partial year employment. For example, if you entered 2 new qualifying employees on Line 4d that will each earn \$50,000 for a full year of employment, but you expect them to start mid-year, enter \$100,000, *not* \$50,000 to reflect partial year employment. The fact that they will be hired mid-year will be adjusted elsewhere in the application.

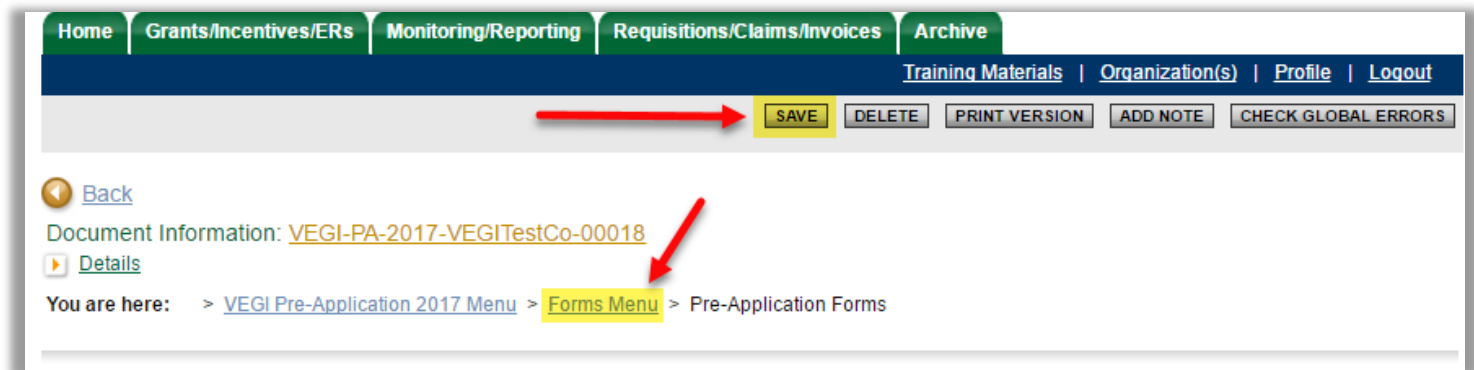
Click “SAVE” to get the cumulative and total rows and columns to automatically calculate.

ADVISORY:

- There must be data entered on Row 5.d for at least one of Year 1 through Year 5 or no incentive can be calculated.
- The new, qualifying payroll added will be used to calculate the VEGI incentive and these payroll levels will become one of the performance measures that must be met to earn the incentive each year if a Final Application is filed and approved.

When all fields are completed:

Click “SAVE” and then click on “Forms Menu” to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria
- Applicant Data Forms**
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- Data Part 1: Employment and Payroll, Historic and Projected**
- Data Part 2: Projected Capital Investments
- Data Part 3: Breakdown of Existing & Projected Jobs
- Data Part 4: Benefits

Navigate to the next form using the links at the bottom of the form.

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Document Information: [VAP-2022-DEMOA-00001](#)

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DATA PART 2: PROJECTED CAPITAL INVESTMENTS

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.](#)

Please Note: All fields on this page are required. If there is no value for a field, enter 0.


1. CAPITAL INVESTMENTS	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	TOTALS
TOTAL CAPITAL INVESTMENTS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAPITAL INVESTMENT PERFORMANCE REQUIREMENTS:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL MACHINERY AND EQUIPMENT:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
a. Machinery and Equipment - Acquired	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
b. Machinery and Equipment - Purchased New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
c. Percentage Purchased from within VT	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	
d. Machinery and Equipment - Purchased Used	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
e. Percentage Purchased from within VT	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	
SUBTOTAL PLANT AND FACILITIES:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
f. Plant and Facilities - Acquired	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
g. Plant and Facilities - Built New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
h. Percentage Purchased from within VT	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	
i. Plant and Facilities - Renovations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
j. Percentage Purchased from within VT	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	
k. Land	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0
2. CAPITAL INVESTMENTS: TYPE OF FACILITY	Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	

TOTAL PLANT AND FACILITY INVESTMENT:

PERCENTAGE BY TYPE OF USE:

	\$0	\$0	\$0	\$0	\$0	\$0
	%	%	%	%	%	%
a. Industrial:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
b. Commercial/Non-Office:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
c. Office	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
d. Warehouse/shipping-receiving:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
e. Other: <input type="text"/>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

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VEGI PRE-APPLICATION and INITIAL/FINAL APPLICATION DATA PART 2: PROJECTED CAPITAL INVESTMENTS FORM INSTRUCTIONS

If you are completing a VEGI Pre-Application:

BEFORE YOU BEGIN YOUR VEGI PRE-APPLICATION, YOU MUST:

- REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#); and
- COMPLETE AN ORGANIZATION FORM.

If you are completing a VEGI Initial or Final Application:

BEFORE YOU BEGIN YOUR VEGI APPLICATION, YOU SHOULD REVIEW THE
[ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#)

If you filed a Pre-Application, the data you entered in Data Parts 1, 2, 3, and 4 will pull forward to your Initial and then your Final Application.

- Review all data pulled into the Initial/Final application.
- Make adjustments to all data to reflect new information and the current projections of your project. This should include corrections to historic data and updates to your projections to represent the project as currently known.
- Changes in project data are expected between the Pre-Application and Initial Application and then between the Initial and Final Applications. This allows applicant companies the ability to meet the But For in an Initial Application when they are at a point of project development that might not include definitive employment, payroll and investment data.
- The project data entered in a Final Application become the [Performance Requirements](#) the applicant company must meet to earn the VEGI incentives.

If any data is edited, click "SAVE."

For completing a Pre-Application, Initial Application or Final Application:

Reminders:

- All data must be entered on calendar year basis.
- All cells must have data entered. Enter a zero ("0") if no data is required. Do not leave any cells blank.
- Enter numbers only. Symbols such as dollar signs, commas, and percent signs will enter automatically after you SAVE.

ADVISORY:

- For Years 1 through 5, include *only* investments that will occur for capital assets to be put in service in Vermont by the applicant and for the project that is the subject of, and is included in the But For Statement of, this application, and will therefore be put in service in Vermont because of the incentive:
 - Do *not* include investments that are *not* part of the project or activity for which incentives are being sought.
 - Do *not* include normal maintenance or investments that would occur regardless of the incentive.
- You are not required to enter capital investment data for all five years. Only investments that meet the above requirements should be included. Do not enter an investment amount just to fill in each year if the investment is not related to the incentive sought.
- Refer to the [Program Definitions](#) for additional capital investment definitions and rules.
- The application requires that all capital investments that are part of the incentive project be included in the application, but not all capital investments will have the same impact on the incentive level. Only capital investments that generate new tax revenues impact the incentive and only those investments will be included in the Capital Investment [Performance Requirement](#).

Line-by-Line Instructions:

1. Click "SAVE" to get the actual years to populate in the data section.
2. **Capital Investments:**
 - For the column for Year 1 from January 1 through the [Activity Commencement Date](#) (ACD), enter the investments that have or will occur between January 1 and the ACD for each category as defined below. If no investments will occur during this period in a category, enter "0." If your ACD is January 1, enter zeroes ("0") in this column.
 - For the Column for Year 1 from the ACD through December 31, enter the investments projected to occur and the percentage of the investment to occur within Vermont for each category as defined below. If no investments will occur during this year in a category, enter "0."
 - For the columns for Year 2, Year 3, Year 4, and Year 5, enter the investments projected to occur and the percentage of the investment to occur within Vermont for each category as defined below. If no investments will occur during a particular year in a category, enter "0."

Capital Investment Categories:

In the row for each of these categories, enter the data described above using the following definitions:

a. Machinery and Equipment – Acquired: Enter the total expenditures during each year for machinery and equipment that exists in Vermont prior to the project that will be acquired from within Vermont for the project for which incentives are sought. "Acquired" means an asset that existed and was in place in Vermont before this VEGI application was filed and becomes owned by the applicant as part of the incentive project. This row is a separate and distinct category and is not meant to be a total of other rows/categories.

- b. Machinery and Equipment – Purchased New:** Enter the total expenditures during each year for machinery and equipment that will be purchased new and originate from anywhere. Include the costs to finance and costs to install the machinery and equipment.
- c. Machinery and Equipment – Purchased New - Percentage Purchased from Within Vermont:** Enter the percentage of the expenditures entered on row (b) for “Machinery and Equipment – Purchased New” that will be purchased from vendors within Vermont, including installment costs performed by Vermont vendors. For example, the company enters \$100,000 in new machinery and equipment expenditures for Year 1. Of that total, \$25,000 in equipment will be purchased from a vendor or manufacturer in Vermont and it will cost \$5,000 to have the equipment installed by a Vermont firm. Enter “30” for Year 1, representing 30% of the total new machinery and equipment expenditures for Year 1. If none of the machinery or equipment will be purchased from within Vermont, enter “0.”
- d. Machinery and Equipment – Purchased Used:** Enter the total expenditures during each year for machinery and equipment that will be purchased used and originate from anywhere. Include the costs to finance and the costs to install the machinery and equipment. “Used” means the machinery and equipment has been utilized and/or depreciated by a previous owner and will be purchased by the applicant company for use in Vermont for the project that is the subject of the application. Machinery and equipment that will be transferred from one division or subsidiary of the applicant business to another division or subsidiary that is the applicant business must not be included in the application unless the applicant business will show an expenditure for the asset. Asset transfers among divisions or subsidiaries must not be included.
- e. Machinery and Equipment – Purchased Used - Percentage Purchased from Within Vermont:** Enter the percentage of the expenditures entered on row (d) for “Machinery and Equipment – Purchased Used” that will be purchased from vendors or manufacturers within Vermont, including installment costs performed by Vermont vendors. For example, the company enters \$100,000 in used machinery and equipment expenditures for Year 1. Of that total, \$25,000 in equipment will be purchased from a re-manufacturer or another company in Vermont and it will cost \$5,000 to have the equipment installed by a Vermont firm. Enter “30” for Year 1, representing 30% of the total machinery and equipment expenditures for Year 1. If none of the machinery or equipment will be purchased from within Vermont, enter “0.”
- f. Plant and Facilities – Acquired:** Enter the total expenditures during each year for plant and facilities that exist in Vermont prior to the project that will be acquired as part of the project by the applicant. “Acquired” means an asset that existed and was in place in Vermont before this VEGI application was filed and becomes owned by the applicant as part of the incentive project. This row is a separate and distinct category and is not meant to be a total of other rows/categories.
- g. Plant and Facilities – Built New:** Enter the total expenditures during each year for the construction of any new plant and facilities in Vermont. Include all construction costs, materials costs, costs of financing, scheduled site work, access to supporting utility services, and infrastructure (parking lots, water/sewer lines, etc.) paid for by the applicant and regardless of origin of materials and contractors.
- h. Plant and Facilities – Built New - Percentage purchased from within Vermont:** Enter the percentage of the “Plant and Facilities – Built New” expenditures entered on row (g) that will be purchased from companies or provided by contractors from within Vermont. For example, new facility construction costs for Year 1 (after the Activity Commencement Date) total

\$1,000,000. Of the total, \$300,000 in materials will be purchased from Vermont suppliers, and construction services provided by Vermont firms total \$500,000. Enter “80” for Year 1, representing 80% of the costs entered for Year 1. If none of the materials or services will be purchased from within Vermont, enter “0.”

i. Plant and Facilities – Renovations/Fit-up: Enter the total expenditures during each year, including finance costs, for any fit-up to facilities that will be leased or renovations to facilities in Vermont owned, or that will be owned, by the applicant. For example, if, because of the incentives, the applicant will make expenditures of \$2,500,000 to purchase an existing \$1,500,000 building and make \$1,000,000 in renovations, the \$1,500,000 in building purchase price would go under “Plant and Facilities – Acquired” and the \$1,000,000 in renovation expenditures would be included on this line. If, because of the incentives, the applicant will make renovations to their own existing building, those renovation expenditures would be included on this line. Do not include normal maintenance costs. Include only investments for the project or activity for which incentives are sought. For any year that there will be no such expenditures or the expenditures will not be made because of the incentive, enter “0.”

j. Plant and Facilities – Renovations - Percentage purchased from within Vermont: Enter the percentage of the “Plant and Facilities – Renovations/Fit-up” expenditures entered on row (i) that will be purchased from companies or provided by contractors from within Vermont. For example, renovation costs entered for Year 1 total \$500,000. Of the total, \$50,000 in materials will be purchased from Vermont suppliers, plus construction services provided by Vermont firms total \$200,000. Enter “50” for Year 1 representing 50% of the costs entered for Year 1. If none of the materials or services will be purchased from within Vermont, enter 0.

k. Land: Enter the total expenditures for each year for land in Vermont that will be owned by the applicant for the incentive project. For any year that there will be no such expenditures or the expenditures will not be made because of the incentive, enter “0.”

Click “SAVE” to save all the annual data you have entered for each year (columns) and category (rows) and the annual and category totals will calculate.

Total Investments and Capital Investment Performance Requirement: There are two rows of annual totals: The first row is the grand total of all capital investments entered for each year. The second is the total of the investments that impact the incentive and therefore will become the capital investment [Performance Requirement](#) if a Final Application is considered and approved. This includes investments in new and used machinery and equipment, new plant and facility investments and renovation/fit-up investments. Acquired assets and land investments are not included in the Performance Requirement.

3. Facility Investments By Type of Facility:

Total Plant and Facility Investment: Click “SAVE” again to save the data you have entered for each year and the total capital investment in plant and facilities will appear in the row labeled “Total Plant and Facility Investment” in Section 2.

Percentage by Type of Use: Determine the approximate percentage of the new/renovated plant or facility that will be utilized for each of the following uses:

- Industrial
- Commercial: Non-office

- Office
- Warehouse/Shipping-receiving
- Other (such as clean room; laboratory)

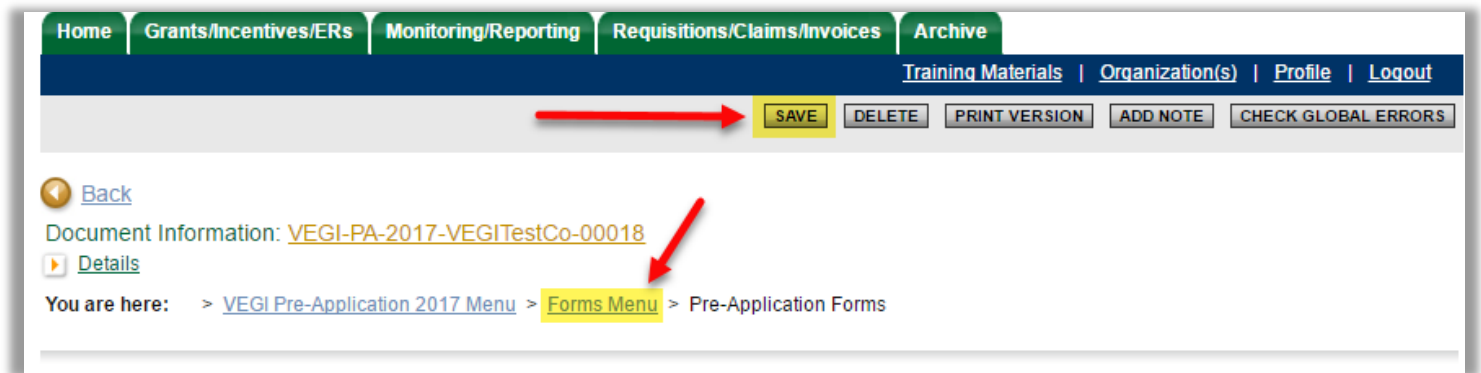
Enter a percentage for each type of use for only the years in which there is an investment in new plant and facilities or renovations/fit-up. If there is no investment in plant/facility in any particular year, enter zeroes (0). If there is no percentage of a certain type, enter zero (0).

If you use the “Other” category, enter a description in the space on row (e) “Other.”

Click “SAVE.” If the total for each year does not equal 100% or 0%, check your entries.

When all fields are completed:

Click “SAVE” and then click on “Forms Menu” to continue completing your VEGI Application.



WHERE AM I IN THE PRE-APPLICATION?

PRE-APPLICATION NODES:

Pre-Application Forms

FORMS IN NODE:

- Application and Project Information
- Potential Incentive Enhancements
- 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

WHERE AM I IN THE INITIAL OR FINAL APPLICATION?

APPLICATION NODES:

- Applicant Information
- Approval Criteria
- Applicant Data Forms**
- Applicant Attachments
- Application Authorization and Certification

FORMS IN THIS NODE:

- Data Part 1: Employment and Payroll, Historic and Projected
- Data Part 2: Projected Capital Investments**
- Data Part 3: Breakdown of Existing & Projected Jobs
- Data Part 4: Benefits



DATA PART 3: BREAKDOWN OF EXISTING AND PROJECTED QUALIFYING JOBS

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.](#)

* = Required field.

1. a. JOB CATEGORY	b. AVG ANNUAL SALARY/WAGE	c. At ACD	d. Year 1	Year 2	Year 3	Year 4	Year 5 Totals
<input style="width: 100%;" type="text"/> *	\$0 *	<input style="width: 100%;" type="text"/>	*	*	*	*	*
<input style="width: 100%;" type="text"/>	\$0	<input style="width: 100%;" type="text"/>					
<input style="width: 100%;" type="text"/>	\$0	<input style="width: 100%;" type="text"/>					
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<input style="width: 100%;" type="text"/>	\$0	<input style="width: 100%;" type="text"/>					
2. TOTAL NEW QUALIFYING JOBS:	\$0						

JOB TARGETS FROM DATA PART 1:

3. ESTIMATED HIRING BY
CALENDAR QUARTER:

--	--	--	--	--

AVERAGE WAGE ALL
JOB CATEGORIES:


Calculated Summary

at ACD Year 1 Year 2 Year 3 Year 4 Year 5 Total

TOTALS:

TOTAL NEW PAYROLL:
WEIGHTED AVERAGE WAGE:

0

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VEGI INITIAL AND FINAL APPLICATION

DATA PART 3: BREAKDOWN OF EXISTING & PROJECTED QUALIFYING JOBS

FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI APPLICATION, YOU SHOULD REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#)

If you filed a Pre-Application, the data you entered in Data Parts 1, 2, 3, and 4 will pull forward to your Initial and then your Final Application.

- Review all data pulled into the Initial/Final application.
- Make adjustments to all data to reflect new information and the current projections of your project. This should include corrections to historic data and updates to your projections to represent the project as currently known.
- Changes in project data are expected between the Pre-Application and Initial Application and then between the Initial and Final Applications. This allows applicant companies the ability to meet the But For in an Initial Application when they are at a point of project development that might not include definitive employment, payroll and investment data.
- The project data entered in a Final Application become the [Performance Requirements](#) the applicant company must meet to earn the VEGI incentives.
- If any data is edited, click "SAVE."

ADVISORY:

- For a new job to be considered "qualifying," and the payroll of that job to be counted toward the VEGI incentive, the job must earn a wage **above** the VEGI Wage Threshold for the region in which the project will occur and be offered a certain set of employee benefits. Review the [Qualifying Job and Wage Threshold](#) information for details and only include on this form (Data Part 3) jobs that meet the definition of "qualifying."
- New jobs that are "non-qualifying" because they will be paid a wage that is **at or below** the applicable wage threshold **and/or** will not be offered a qualifying set of employee benefits should be included in Data Part 1 as "non-qualifying" but must not be included on this form (Data Part 3).

Line-by-Line Instructions:

1. Click "SAVE" to get actual years to populate.
2. **Breakdown of Full-time Qualifying Jobs by Category and Year:**

Column a: Enter job categories for existing full-time qualifying jobs and full-time qualifying jobs to be created during Year 1 through Year 5. Use broad categories such as: Production, Production Manager, Quality Control, Shipping/Receiving, Management, Administration, Maintenance, etc. Use as many separate listings as needed for the different pay levels offered, even for the same job category. For instance, if you have a distinct category of production with an annual average wage of \$35,000 and another at \$38,000, indicate the different categories on

separate lines. Be sure to enter categories that will accommodate entering data for existing full-time jobs and those you are projecting to create in Year 1 through Year 5 in Data Part 1. If you enter enough categories to use all the rows, click "SAVE" and additional rows will appear.

Column b: Enter an average annual wage or salary for each job category. *Do not* enter hourly wage rates, hourly wage range, or salary ranges. Enter the Average Annual Salary or Average Annualized Wage for the category. Use format: 35,000. For example, if the job category will pay a salary ranging from \$35,000 to \$37,000, depending on experience, enter 36,000. If the job will pay an hourly wage of \$16.00 to \$18.00 per hour, enter 35,360 (if employees will work 2080 hours per year). Dollar signs will automatically fill in. Note that except for the data entered in Column c, the jobs included in this section are only New, Qualifying Employees. Therefore, no wage or salary level can be included that is lower than the annualized VEGI Wage Threshold for the application year. An error message will appear at the top of the form if an ineligible annual wage/salary is entered.

Column c: Enter the number of full-time qualifying employees in each category employed by the applicant company as of the Activity Commencement Date (ACD) entered on the "Applicant and Project Information" form. It is expected that certain categories may not have current employees entered in this column as your project may be adding new employment categories. Enter a zero (0) for any category with no employees. The total of Column (c) should match the Qualified Employment as of Activity Commencement Date (ACD) as entered in Data Part 1.

Column d: For Year 1 (from ACD to December 31 only) and Year 2, Year 3, Year 4, and Year 5, enter the number of new qualifying full-time jobs to be added each year in each category. If no job will be created in a category for a particular year, enter zero (0).

Click "SAVE" twice and the category rows and annual columns will total.

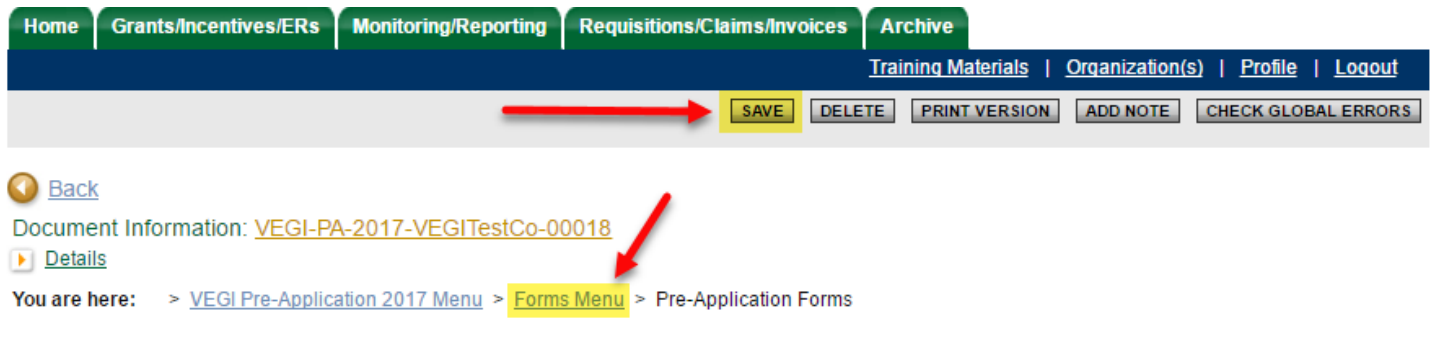
- 3. Total New Qualifying Jobs:** Check the job totals on Line 2. These must match the total new qualifying job creation you entered in Data Part 1, which will appear below Line 2. If the annual or total numbers do not match, an error message will appear at the top of the form. Check the data you entered in Data Part 1 and on this form and correct until they match. If you edit data on either Data Part 1 or this form, click "SAVE."
- 4. Estimated Hiring by Quarter:** Enter, for each of Years 1-5, a "1," "2," "3," or "4" to represent the calendar quarter during which the majority of the new qualifying employees you entered will be hired. Use "1" for Q1 or January – March, "2" for Q2 or April – June, "3" for Q3 or July – September, and "4" for Q4 or October – December. If the new full-time qualifying employees will be hired evenly throughout the year, enter "2." Keep your ACD in mind as you enter the number for Year 1. For example, if your ACD is July 1, you must enter a "3" or "4."

Click "SAVE" again, and the summary of annual payroll based on average wages will calculate lower on the page. The totals that calculate at the bottom for Years 1-5 should approximate the new qualifying payroll you entered in Data Part 1. The data may not match because the totals

on this page are based on average wages but the data entered in Data Part 1 is based on your annual projections.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

Data Part 1: Employment and Payroll, Historic and Projected
Data Part 2: Projected Capital Investments
Data Part 3: Breakdown of Existing & Projected Jobs
Data Part 4: Benefits

Navigate to the next form using the links at the bottom of the form.

%

2. Estimated value of average benefits package:

 *

NOTE: Maximum Field Length is 1000 characters including spaces.

3. Additional Benefit Information:

0 of 1000

NOTE: Maximum Field Length is 1000 characters including spaces.

4. Additional Employee Benefits Information:


URL:

Upload Description:

Upload:

No file chosen

0

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VEGI PRE-APPLICATION and INITIAL AND FINAL APPLICATION DATA PART 4: EMPLOYEE BENEFITS FORM INSTRUCTIONS

If you are completing a VEGI Pre-Application:

BEFORE YOU BEGIN YOUR VEGI PRE-APPLICATION, YOU MUST:

- REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#); and
- COMPLETE AN ORGANIZATION FORM.

If you are completing a VEGI Initial/Final Application:

BEFORE YOU BEGIN YOUR VEGI APPLICATION, YOU SHOULD REVIEW THE
[ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#)

If you filed a Pre-Application, the data you entered in Data Parts 1, 2, 3, and 4 will pull forward to your Initial and then your Final Application.

- Review all data pulled into the Initial/Final application.
- Make adjustments to all data to reflect new information and the current projections of your project. This should include corrections to historic data and updates to your projections to represent the project as currently known.
- Changes in project data are expected between the Pre-Application and Initial Application and then between the Initial and Final Applications. This allows applicant companies the ability to meet the But For in an Initial Application when they are at a point of project development that might not include definitive employment, payroll and investment data.
- The project data entered in a Final Application become the [Performance Requirements](#) the applicant company must meet to earn the VEGI incentives.
- If any data is edited, click "SAVE."

ADVISORY:

- For a new job to be considered "qualifying" and the payroll of that job to be counted toward the VEGI incentive, the job must earn a wage **above** the VEGI Wage Threshold for the region in which the project will occur and be offered a certain set of benefits. Review the [Qualifying Job and Wage Threshold](#) information for details, especially the benefits requirements.

At least three of the following employee benefits must provided by the employer for qualifying jobs:

(A) **Health care:** employer pays at least 50% of an employee's health care costs or at least 50% of the employee's health care insurance premium;

(B) **Dental assistance:** employer pays a portion of an employee's dental care costs or a portion of the employee's dental care insurance premium;

(C) **Paid vacation:** employer provides wages or salary for vacation days taken by employee;

(D) **Paid holidays:** employer provides wages or salary for scheduled holidays taken by the employee;

(E) **Child care:** employer provides free on-site child care or pays for some portion of employee child care expenses directly, as a reimbursement, or through a contribution to an employee assistance program.

(F) **Other extraordinary employee benefits:** employer pays some portion of some other employee benefit. "Extraordinary" means a benefit that substantially impacts an employee. Examples of extraordinary benefits include: tuition assistance or reimbursement, adoption assistance, short and long term disability insurance with premium paid by employer, accidental death and dismemberment insurance with premium paid by employer, life insurance with premium paid by employer, vision care costs or insurance premium paid by employer, bonus pay, profit sharing, transportation subsidies, or substantial recreation benefits such as a season ski pass, year-long gym membership or equivalent. Benefits that will not be considered extraordinary are things such as flex time, work related shoes or clothing, on site services such as credit unions, gyms or massages, employee assistance programs, parties, products or product discounts.

(G) **Retirement benefits:** employer makes a contribution to some type of employee retirement account each pay period;

(H) **Other paid time off, excluding mandatory paid sick leave:** employer provides wages or salary for leave, above and beyond vacation, holiday, or mandatory sick leave, taken by employee. This can include, but is not limited to, paid leave stated as a policy for paid maternity, paternity, adoption, bereavement, family emergency, jury duty, military service, and community volunteering.

Line-by-Line Instructions:

1. Employee Benefits:

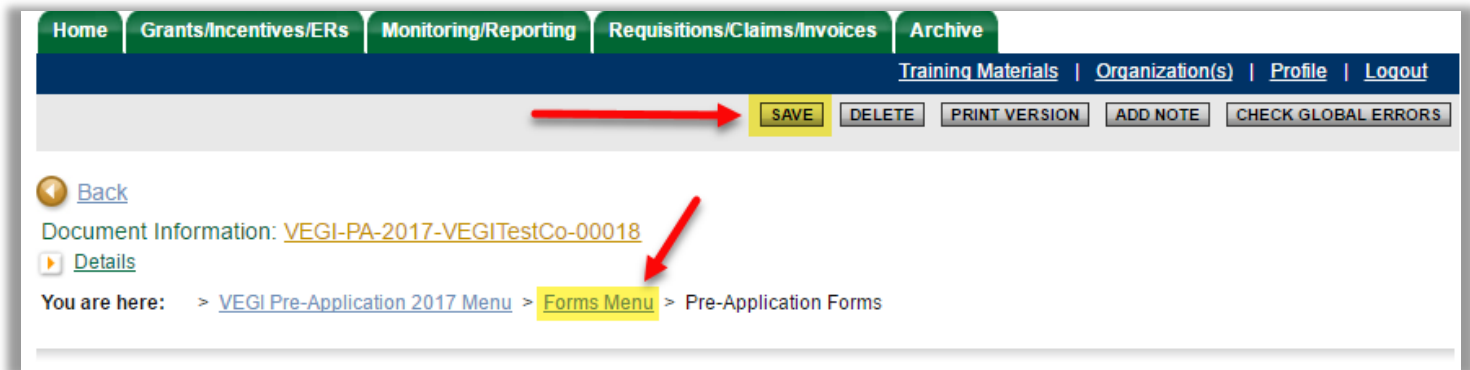
- Review the list of employee benefits listed in the Data Part 4 Form and, for each benefit offered by the applicant company:
 - Enter the percentage of the benefit cost paid by the employer;
 - If the benefit is offered, but there is no cost to the employer, enter 0%;
 - For each benefit offered for which a percentage was entered, also check the appropriate box on the left to indicate whether the benefit is available to current employees and/or would be offered to new qualifying employees.
- If you offer or will offer an employee benefit that is not listed, enter the benefit in the blank benefit spaces and complete all information for that benefit.
- If the benefit is not currently offered and will not be offered to new, qualifying employees, click the “NA” box.
- If the benefit or portion paid by the employer requires an explanation, enter the explanation in the box provided.
- Include only “fringe” employee benefits offered by the company and be sure to include all benefits offered even if there is no direct cost to the employer.
- Do not include mandatory employee benefits, such as sick leave at the level required by Vermont law or statutory employment-related taxes and fees, such as Worker’s Compensation and Unemployment Insurance.

When all benefit information is entered, click “SAVE.”

- 2. Estimated Cost of Average Benefits Package:** Enter the value of an average employee benefits package for your company. Add together the employer portion of employee benefits costs for all benefits offered such as health insurance, life insurance, pension plans, child care subsidies, ST and LT disability insurance, paid leave and vacation time, and any other benefits provided. The costs included should correspond to the list of benefits you included as offered by the company on this form. If you offer various levels of coverage, such as health insurance premiums with different out-of-pocket costs, use the cost of a median family plan in the total.
- 3. Additional Benefit Information:** Provide any additional information relevant to employee benefits, especially information that is not evident through the data provided. If there is no additional information to provide, enter “NA.” If your employment projections include a substantial level of salaries employees, provide here a breakdown of benefits ratio and estimated value of benefits package for wage employees and salaried employees.
- 4. Employee Benefit Information Upload:** If your company provides detailed employee benefit information to employees online, enter the URL. If you provide prospective employees with an employee benefits brochure or other type of benefits information document, upload in the space provided.

When all fields are completed:

Click "SAVE" and then click on "Forms Menu" to continue completing your VEGI Application.



WHERE AM I IN THE PRE-APPLICATION?

(SEE BELOW IF YOU ARE COMPLETING AN INITIAL OR FINAL APPLICATION)

PRE-APPLICATION NODES:

Pre-Application Forms

FORMS IN NODE:

Application and Project Information

Potential Incentive Enhancements

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

YOU HAVE COMPLETED THE VEGI PREAPPLICATION! YOU MAY [CONTACT VEPC STAFF](#) AND REQUEST AN INFORMAL REVIEW OF YOUR PRE-APPLICATION BEFORE SUBMITTAL.

RETURN TO SECTION B.5.c OF THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#) AND FOLLOW THE INSTRUCTIONS TO SUBMIT YOUR PRE-APPLICATION.

ONCE SUBMITTED, THE PRE-APPLICATION WILL BE REVIEWED AND VEPC STAFF WILL CONDUCT A COST-BENEFIT ANALYSIS OF THE APPLICATION AND CALCULATE AN INCENTIVE ESTIMATE. THE ESTIMATE WILL BE PROVIDED TO YOU THROUGH THE *VEGI APPLICATION AND CLAIM SYSTEM*.

YOU WILL NOT BE HELD TO THE PROJECTIONS CONTAINED IN THE PRE-APPLICATION AND THE INCENTIVE ESTIMATE IS NEITHER AN OFFER, COMMITMENT, OR APPROVAL OF VEGI INCENTIVES.

IF YOU DECIDE TO PURSUE THE INCENTIVE, REFER TO THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#) TO PROCEED WITH COMPLETING AND FILING A FORMAL INITIAL VEGI APPLICATION. REMEMBER THAT THE INITIAL APPLICATION MUST BE FILED AND CONSIDERED BY VEPC **BEFORE THE COMPANY MAKES A DECISION TO PROCEED WITH THE PROJECT IN VERMONT. REFER TO THE [VEPC BOARD MEETING AND APPLICATION DEADLINE SCHEDULE](#) AND PLAN ACCORDINGLY.**

WHERE AM I IN THE INTIAL/FINAL APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

Data Part 1: Employment and Payroll, Historic and Projected
Data Part 2: Projected Capital Investments
Data Part 3: Breakdown of Existing & Projected Jobs
Data Part 4: Benefits

Navigate to the “Applicant Attachment” node using the “Forms Menu” link near the top of the page. Read the Form Instructions for the Applicant Attachment form even if you think you do not have any attachments to upload.



The screenshot shows a web application interface. At the top left, there is a "Back" link with a circular icon. Below it, the document information is displayed as "Document Information: VEGI-PA-2017-BHS-00022". A "Details" link with a dropdown arrow icon is also present. A breadcrumb trail reads "You are here: > VEGI Pre-Application 2017 Menu > Forms Menu > Pre-Application Forms". A red arrow points from the "Forms Menu" link in the breadcrumb to the "Forms Menu" link in the "FORMS IN THIS NODE:" list above. At the bottom of the screenshot, the heading "APPLICANT AND PROJECT INFORMATION" is visible.

APPLICANT ATTACHMENTS

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.](#)

Use this form to attach any supporting documentation to your application.

Description:

[Choose File](#) No file chosen
[Choose File](#) No file chosen
[Choose File](#) No file chosen

0

VEGI INTIAL AND FINAL APPLICATION APPLICANT ATTACHMENTS FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INTIAL OR FINAL APPLICATION, YOU SHOULD REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

If this is a Final Application, the information you entered on your Initial Application will pull through to the Final Application. Check over and make any edits required. Click "SAVE" even if you did not make any changes to this form.

Line-by-Line Instructions:

Use this form to upload:

- Any additional files that will support your application. This can include information that supports positive aspects of the company and project that are not illustrated by the data and narratives in the application. Other attachments can include documents, photos, maps, plans, reports, spreadsheets, agreements, contracts, media coverage, etc. that you feel can support the application. For example, if the company has extensive business-to-business interactions with other Vermont companies, include a list. Or, if the company makes substantial donations to the community, include information.
- If any of the text blocks throughout the application are too small for the information you want to enter, attach a document containing that information here. Indicate on the document the applicant name and to which form and line the information pertains.
- If there were not enough upload fields on any form, upload the additional documents here.

To upload documents, enter a description in the field provided, click on "Browse," find the document on your computer and either double click on the document name or click "open" to upload. Then click "Save" on the Attachment Form.

WHERE AM I IN THE APPLICATION?

APPLICATION NODES:

Applicant Information
Approval Criteria
Applicant Data Forms
Applicant Attachments
Application Authorization and Certification

FORMS IN THIS NODE:

Application Attachments

Navigate to the “Application Authorization and Certification” node using the “Forms Menu” link near the top of the page.

 [Back](#)

Document Information: [VEGI-PA-2017-BHS-00022](#)

 [Details](#)

You are here: > [VEGI Pre-Application 2017 Menu](#) > [Forms Menu](#) > Pre-Application Forms



APPLICANT AND PROJECT INFORMATION

AUTHORIZING OFFICIAL CERTIFICATION

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

[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM.](#)

- Authorization to Share Confidential Information:** The applicant company authorizes the Vermont Department of Taxes and the Vermont Economic Progress Council, for purposes related to these incentives only, to share with each other confidential tax, application, and other information about the applicant company. This waiver does not affect the protection from public disclosure of confidential financial and business information as provided by Vermont statute.
- Certification of Intent:** The applicant company signatories certify that the application they are signing and all attached documents provided by the applicant are true, correct, and complete to the best of their knowledge.
- Certification of But For Statement:** The applicant company signatories certify that the statements included in the application regarding whether the activity for which incentives are sought would or would not occur, or would occur in a significantly different and significantly less desirable manner, but for the incentive, are true, correct, and complete to the best of their knowledge.
- Activity Commencement Date:** The applicant company signatories certify that none of the economic activity for which this incentive is authorized (incremental hiring, payroll and capital investments) has occurred or will occur prior to the Activity Commencement Date of: 3/1/2023
- Certification of Program Understanding:** The applicant company signatories certify that they understand the following:
 - a. That the incentive authorized can only be earned if base payroll and employment is maintained and Annual Performance Measures are met;
 - b. That installments of earned incentives can be forfeited if performance measures are not maintained;
 - c. That the total amount of incentive authorized is in part based on the capital investment performance measures included in this application and that if the total capital investment performance measure is not met the incentive amount to be paid out may be decreased proportionate to the percent of the capital investment that was not completed, including possible recapture, if required;
 - d. That the first installment of an earned incentive will be adjusted to account for partial year employment of New Qualified Employees and therefore the first installment of each earned incentive, if authorized, is an estimate and the actual first installments will be calculated by the Vermont Department of Taxes when each claim is filed by prorating the first installment by the number of days actually worked by each New Qualifying Employee;
 - e. That if the applicant company drops employment or payroll below 10% of the employment or payroll levels at the time of application, 100% of the incentives paid will be recaptured and future installments forfeited;
 - f. That if the incentives must be recaptured for any reason and the applicant company cannot pay the recapture, company officers are responsible for repaying the incentive; and
 - g. That if an authorization amendment is required after a Final Application authorization and the amendment is due to an applicant error, the authorized incentive amount will not be increased.
- Certification Regarding Employment:** I certify that in accordance with Title 32, Section 3331(9), the new jobs to be created by the project included in this application do not include any jobs or employees transferred from another existing operation in Vermont that is a division or subsidiary of any kind of the applicant company and that the new jobs are not replacements for positions within the applicant's business that were vacated or terminated within the past two years, unless such lookback is waived by VEPC.
- Certification of Good Standing:** I certify that the applicant company is in good standing with the State of Vermont as defined by 32 VSA Section 3113(g) and that the company has applied for, received, and attached to this application a Letter of Good Standing from the Vermont Department of Taxes.
- Certification of Compliance with State Laws, Regulations, and Local and Regional Plans:** I certify that the applicant company(ies):
 - a. is (are) not a named party to an administrative order, consent decree, or judicial order issued by the State of a subdivision of the State, or if a named party, the business(es) is in compliance with the terms of such an order or decree;
 - b. comply (and/or will comply) with applicable State laws and regulations; and
 - c. the proposed economic activity will conform to applicable town and regional plans and with applicable State laws and regulations.
- Electronic Signature Notification:** By checking all the boxes on this form and changing the application status to submit the application to VEPC, the applicant company signatories certify that:
 - a. They are duly authorized by the applicant company to represent the company, sign this application, and affirm the Authorizations and Certifications contained on this form;
 - b. They have completely reviewed the application and the program rules and requirements;
 - c. They are actually the person designated by the applicant business and registered by VEPC in the VEGI Application and Claim System as the Authorizing Official (AO) or Senior Authorizing Official (SAO) for this application (and not a designee); and
 - d. They understand by clicking each box to enter a checkmark and changing the application status they are affixing their signature to the application and acknowledge that they are responsible for the application content.

VEGI INTIAL AND FINAL APPLICATION APPLICATION AUTHORIZATION AND CERTIFICATION

FORM INSTRUCTIONS

BEFORE YOU BEGIN YOUR VEGI INTIAL OR FINAL APPLICATION, YOU SHOULD REVIEW THE [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#).

Once the person assigned to complete the application (usually the *Administrator* or *Authorizing Official*) has completed the application forms, the application's *Authorizing Official (AO) and Senior Authorizing Official (SAO)* must certify and authorize the application and then submit the application.

The submittal process differs between Initial and Final Applications. See Section A for an Initial Application and Section B below for a Final Application:

- A. If this is an **Initial Application**, take the following steps to prepare for submittal of the Initial Application:
- 1) Person preparing application, review the entire application to ensure all fields are completed as directed by the form instructions.
 - 2) 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.



- 3) Once you have completed all the forms you may [contact VEPC Staff](#) to request an informal review of the Initial Application. VEPC Staff will provide informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

ADVISORY: The Initial 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.

4) To submit an Initial Application:

a) **Administrator Role only:**

(If no Administrator role was used, the AO must complete Steps (a) and (b))

- i. Log in to the system, go to your application, and go to the Application Menu
- ii. Click on the “View Status Options” button under “Change the Status”

Document Information: [VEGI-PA-2017-2017ATO-00025](#)
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VEGI Pre-Application 2017	2017 VEGI App Testing Org	Authorizing Official	Pre-Application In Process	N/A - N/A N/A

View, Edit and Complete Forms
Select the **View Forms** button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

- iii. Click the “Apply Status” Button **under** “App Authorization Required”

Possible Statuses
Please click the button directly under the status you would like to change to:

APP AUTHORIZATION REQUIRED
[APPLY STATUS](#)

APP CANCELED
[APPLY STATUS](#)

b) **Authorized Official (AO) Role only:**

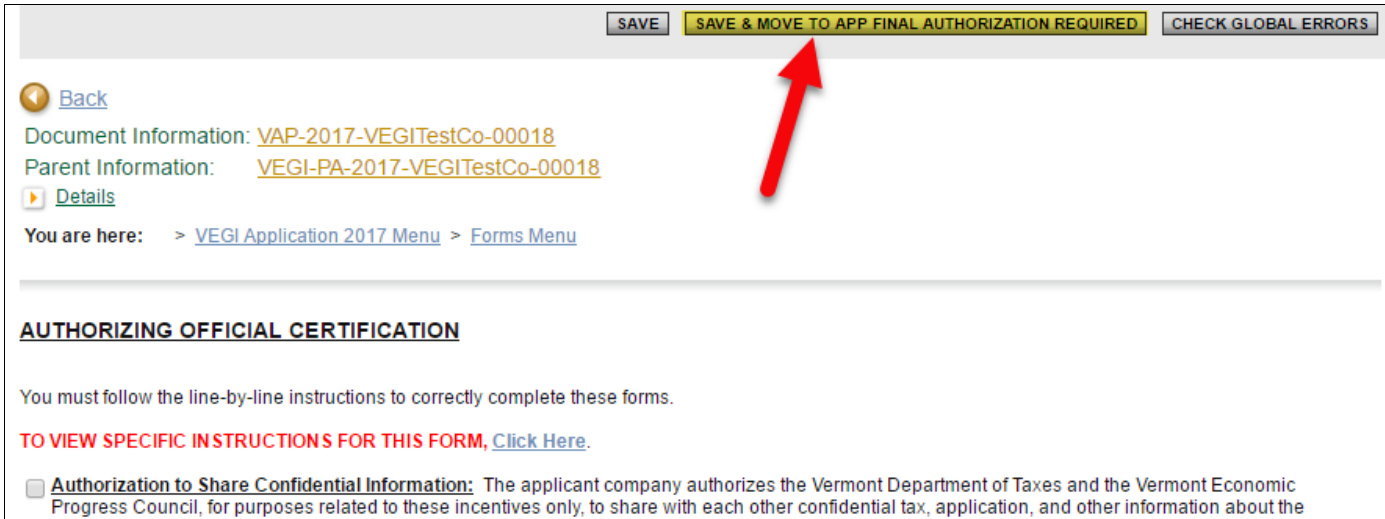
- i. AO Return to the Application Menu or log onto the system and go to your application.
- ii. Go to the Forms Menu and click on “Authorizing Official Certification” form near the bottom of the form menu.

Authorization Documentation

- [Authorizing Official Certification of Incentive Approval](#)
- [Senior Authorized Official Certification of Incentive Approval](#)

- iii. 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.

iv. Then click “SAVE AND MOVE TO APP FINAL AUTHORIZATION REQUIRED.”



SAVE SAVE & MOVE TO APP FINAL AUTHORIZATION REQUIRED CHECK GLOBAL ERRORS

Back

Document Information: [VAP-2017-VEGITestCo-00018](#)

Parent Information: [VEGI-PA-2017-VEGITestCo-00018](#)

Details

You are here: > [VEGI Application 2017 Menu](#) > [Forms Menu](#)

AUTHORIZING OFFICIAL CERTIFICATION

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

TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM, [Click Here](#).

Authorization to Share Confidential Information: The applicant company authorizes the Vermont Department of Taxes and the Vermont Economic Progress Council, for purposes related to these incentives only, to share with each other confidential tax, application, and other information about the

c) **Senior Authorized Official (SAO) Role only:**

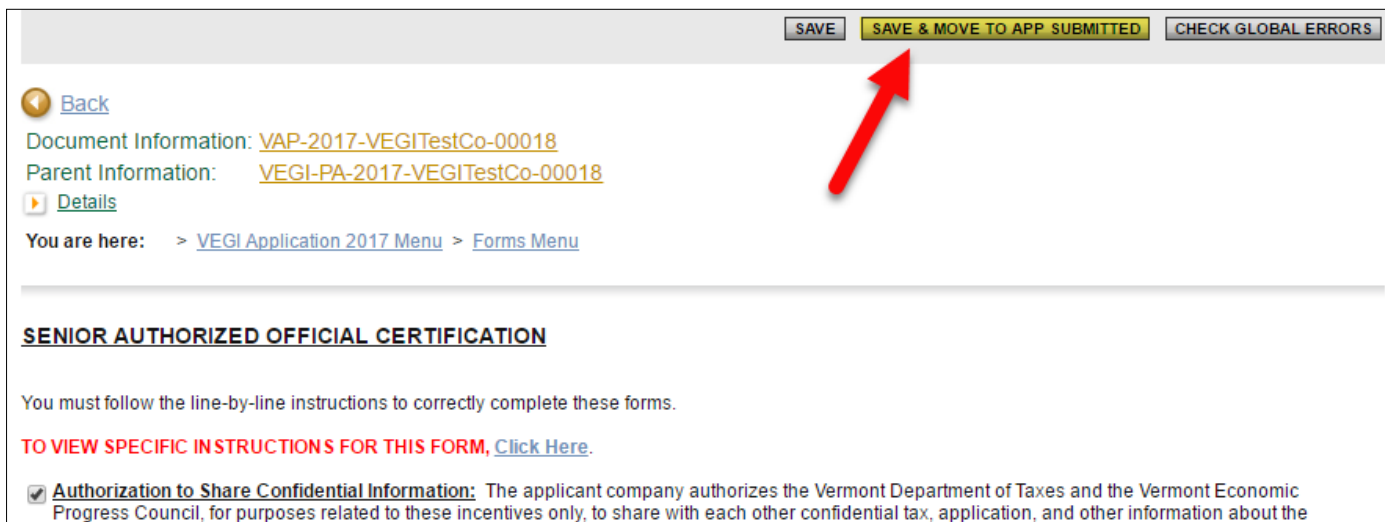
- i. SAO log onto the system and go to your application.
- ii. Go to the Forms Menu and click on “Senior Authorized Official Certification” form near the bottom of the form menu.



Authorization Documentation

-  [Authorizing Official Certification of Incentive Approval](#)
-  [Senior Authorized Official Certification of Incentive Approval](#)

- iii. 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.
- iv. Click “SAVE AND MOVE TO APP SUBMITTED.”



SAVE SAVE & MOVE TO APP SUBMITTED CHECK GLOBAL ERRORS

Back

Document Information: [VAP-2017-VEGITestCo-00018](#)

Parent Information: [VEGI-PA-2017-VEGITestCo-00018](#)

Details

You are here: > [VEGI Application 2017 Menu](#) > [Forms Menu](#)

SENIOR AUTHORIZED OFFICIAL CERTIFICATION

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

TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM, [Click Here](#).

Authorization to Share Confidential Information: The applicant company authorizes the Vermont Department of Taxes and the Vermont Economic Progress Council, for purposes related to these incentives only, to share with each other confidential tax, application, and other information about the

WHERE AM I IN THE INITIAL APPLICATION?

APPLICATION NODES:

Applicant Information

Approval Criteria

Applicant Data Forms

Applicant Attachments

Application Authorization and Certification

FORMS IN THIS NODE:

Application Authorization and Certification

YOU HAVE COMPLETED AND SUBMITTED AN INITIAL VEGI APPLICATION.

RETURN TO SECTION B.6.e OF THE VEGI [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#) TO REVIEW THE REMAINING STEPS AND TO PREPARE TO ATTEND THE VEPC BOARD MEETING FOR REVIEW OF THE INITIAL APPLICATION.

NOTE THAT THERE WILL BE A DEADLINE BY WHICH YOU MUST ACCEPT THE VEGI COST-BENEFIT MODEL AND INCENTIVE CALCULATION IN ORDER TO REMAIN ON THE AGENDA FOR THE NEXT VEPC BOARD MEETING.

B. If this is a **Final Application**, take the following steps to prepare for submittal of the Final Application:

- 1) Person preparing application, review the entire application to ensure all fields are completed as directed by the form instructions.
- 2) 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.



- 3) Once you have completed all the forms you may [contact VEPC Staff](#) to request an informal review of the Final Application. VEPC Staff will provide informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

To submit a Final Application:

a) Authorized Official (AO) Role **only**:

- i. Return to the Application Menu or log onto the system and go to your application.
- ii. Go to the Forms Menu and click on “Authorizing Official Certification” form near the bottom of the form menu.



i.

- iii. 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.
- iv. Click “SAVE” to re-save the certification page.

b) Senior Authorized Official (SAO) Role **only**:

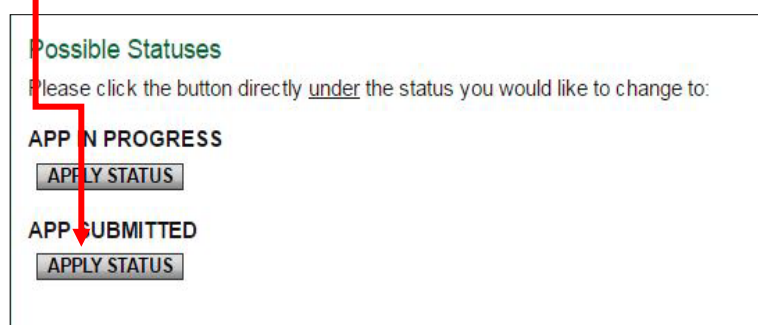
- i. Log onto the system and go to your application.
- ii. Go to the Forms Menu and click on “Senior Authorized Official Certification” form near the bottom of the form menu.
- iii. Carefully and completely read the Senior Authorizing Official Certification. Note that as the company SAO, you and the AO are responsible for the content of the application and the certifications made.
- iv. Click “SAVE” to re-save the certification page.

c) Admin or AO or SAO:

- i. Click on the “View Status Options” button under “Change the Status”



- ii. Click the “Apply Status” Button **under** “App Submitted”



WHERE AM I IN THE FINAL APPLICATION?

APPLICATION NODES:

Applicant Information

Approval Criteria

Applicant Data Forms

Applicant Attachments

Application Authorization and Certification

FORMS IN THIS NODE:

Application Authorization and Certification

YOU HAVE COMPLETED AND SUBMITTED A FINAL VEGI APPLICATION.

RETURN TO SECTION B.7.d. OF THE VEGI [ONLINE SYSTEM AND APPLICATION INSTRUCTIONS](#) TO REVIEW THE REMAINING STEPS.

NOTE THAT THERE WILL BE A DEADLINE BY WHICH YOU MUST ACCEPT THE VEGI COST-BENEFIT MODEL AND INCENTIVE CALCULATION IN ORDER TO REMAIN ON THE AGENDA FOR THE NEXT VEPC BOARD MEETING.



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.

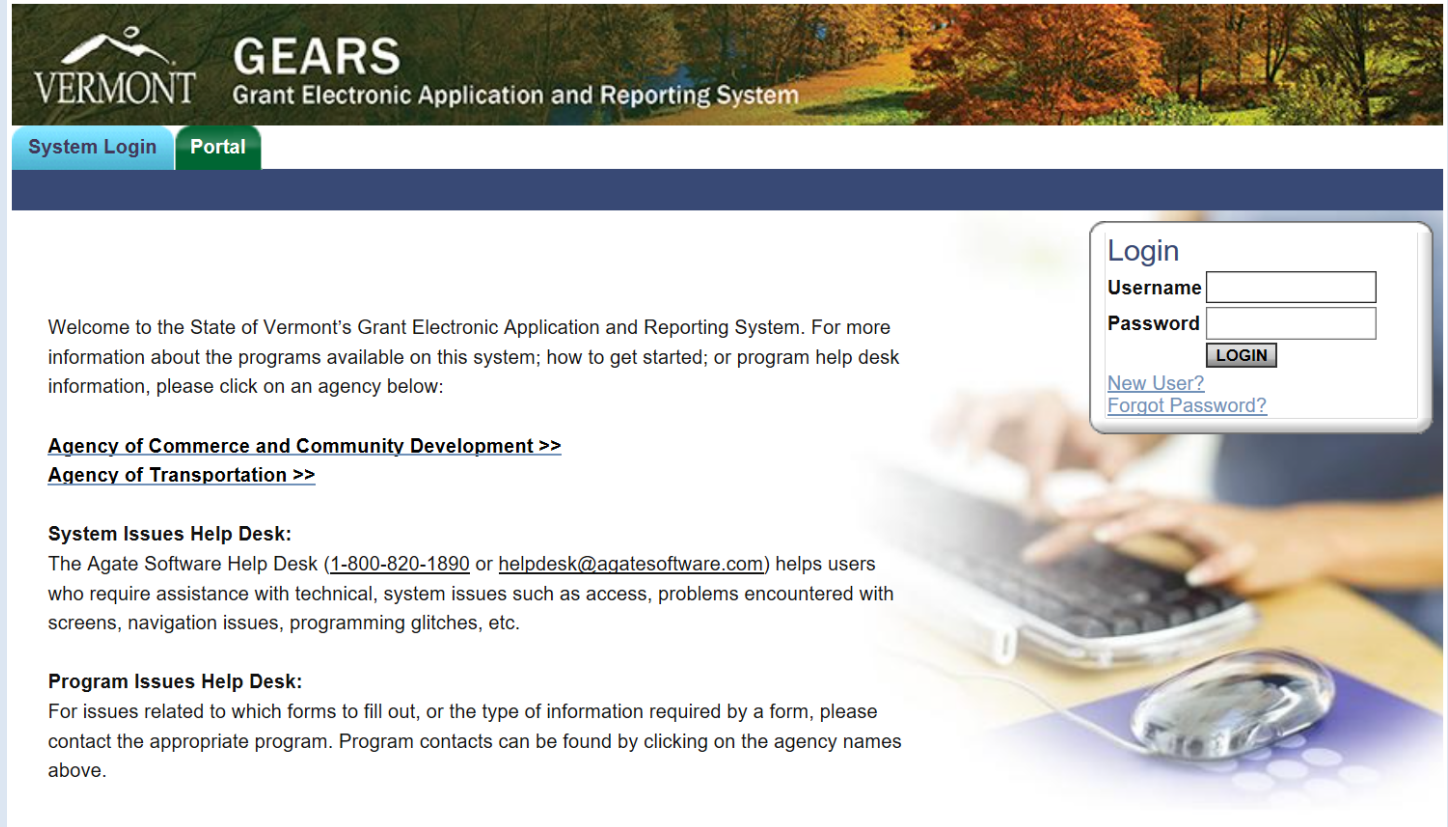
1.c. Adobe Acrobat Reader

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 Sarbanes-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:

President/CEO
VP- Finance or CFO
Project Manager
HR Director

User Role:

Senior Authorized Official (SAO)
Authorized Official (AO)
Administrator
Writer

Multi-State/National Applicant Company:

Company Position:

Corporate President/CEO/CFO
Vermont Division President
Project Manager
HR Director

User Role:

Senior Authorized Official (SAO)
Authorized Official (AO)
Administrator
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

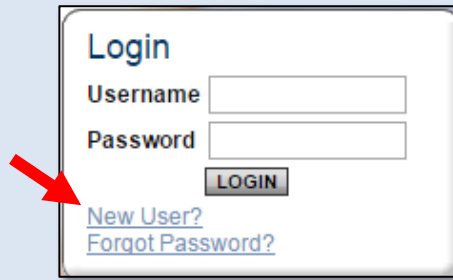
A Writer for an applicant company is a user that can contribute to the creation of an application but cannot perform the management tasks that may be necessary such as adding users or changing the application status. This person will not be able to add other users to the application and cannot disable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

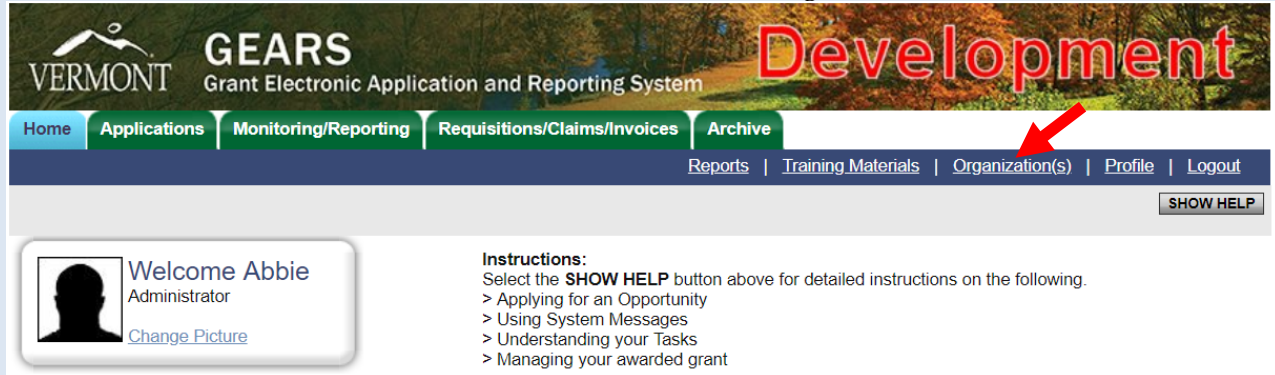
Your account has not been validated yet.

- 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.

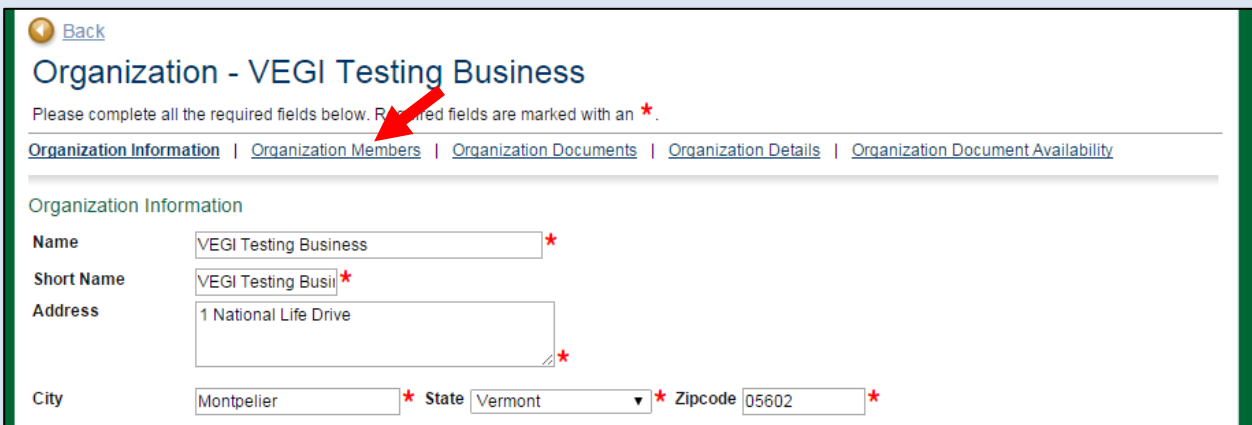
3.d. Gaining Access Through Your Company AO or Administrator

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.

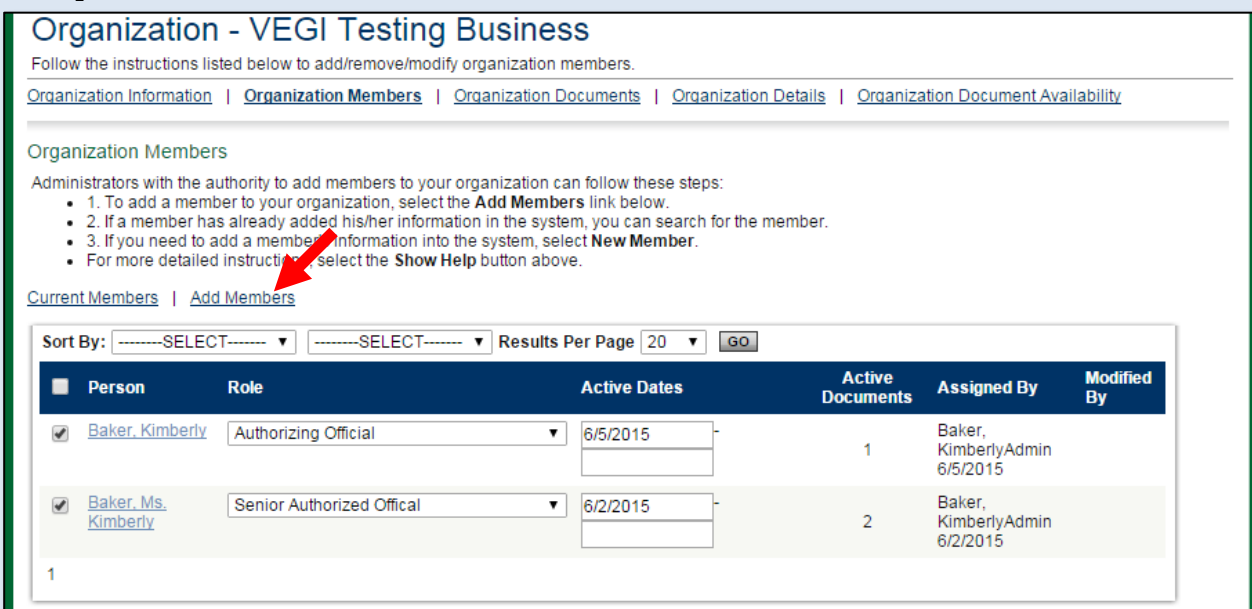
- 1) Validated Administrator or Authorized Official (AO) login to the system.
- 2) From the home screen, the AO or Administrator click the “Organization(s)” link:



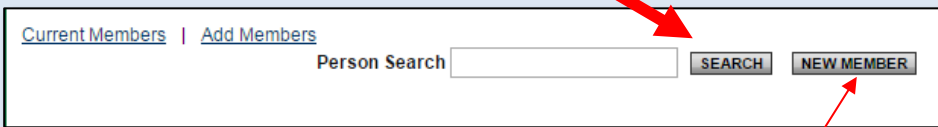
- 3) From the Organization screen, click the “Organization Members” link:



- 4) If the person whose account must be added is not shown, click 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.



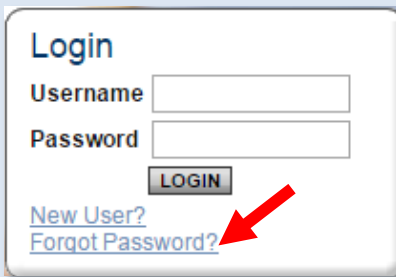
- a) If the user exists because he or she created a "New User" account (See Section 3c), the name will be shown below the search box. Check the checkbox next to the person, assign a user role (see above for role definitions) from the dropdown, fill in the active dates, and click the "Save" button to 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.



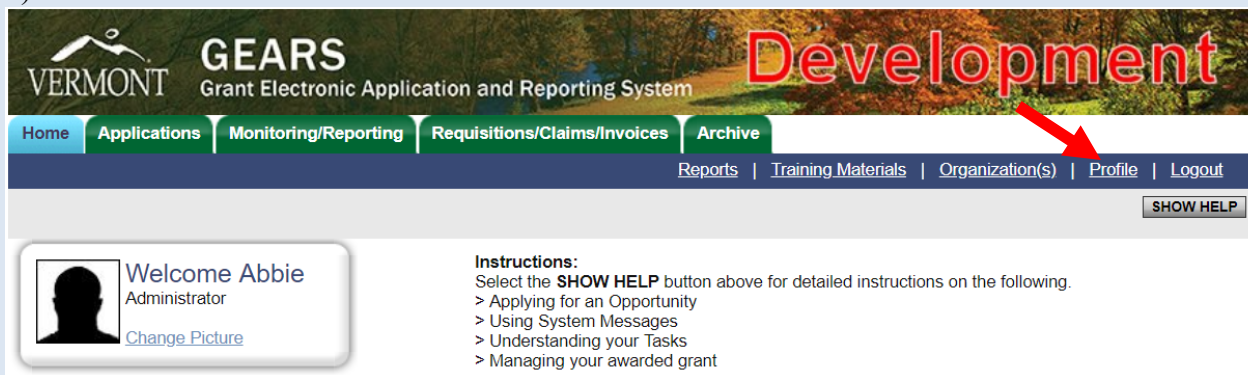
- 2) On the next screen, enter your Username and the email address you entered when you first created a user account.
- 3) Click "Reset My Password And Email Me The New One." If a Username and matching email address are found, the system will send you a new password.
- 4) You can then log in using this 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.

The screenshot shows the "Profile" form with various fields for contact information. The "Password" and "Confirm Password" fields at the bottom are highlighted in yellow. Red arrows point from the text above to these fields. The form includes fields for Name (Prefix, First, Middle, Last, Suffix), Display Name, Organization, Title, Address, City, State, Zipcode, County, Phone #1, Phone #2, Fax, Cell Phone, Email, Website, Username, and Password. Required fields are marked with an asterisk.

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

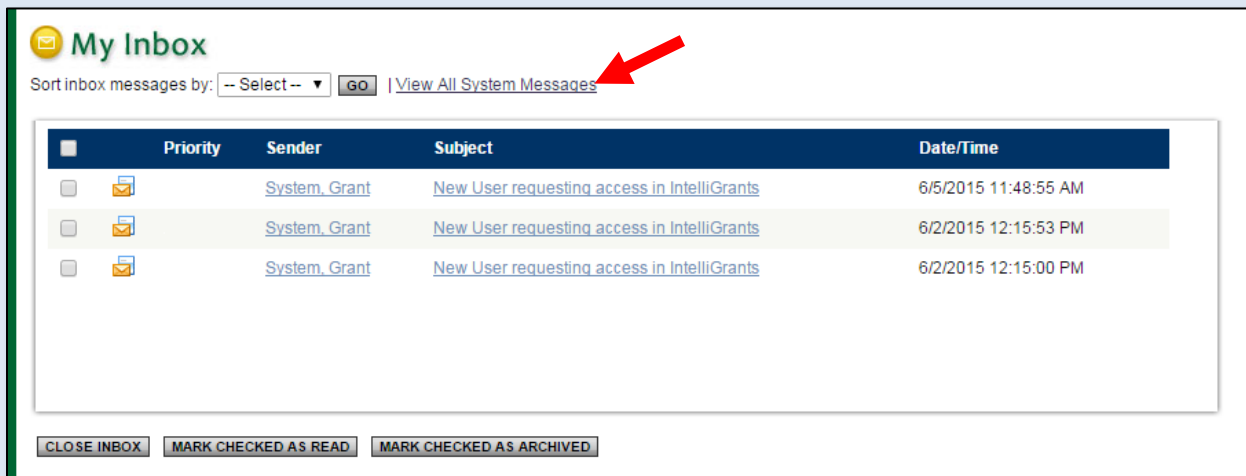
Throughout the application process, email notifications will automatically be sent to the email address Users entered in their User registration. Therefore, it is imperative that you include an active, frequently used email

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.

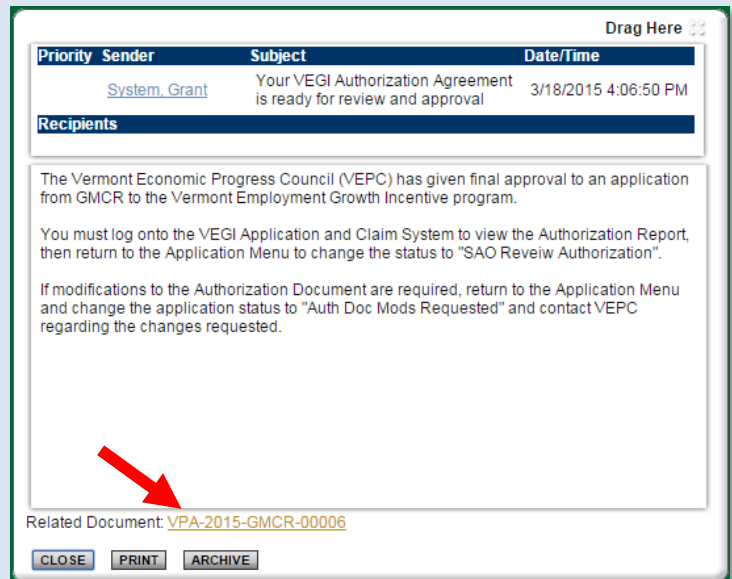


Clicking the Subject of a message will take you to the message itself. You can read the message from that screen and perform any of the following actions:

- 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.

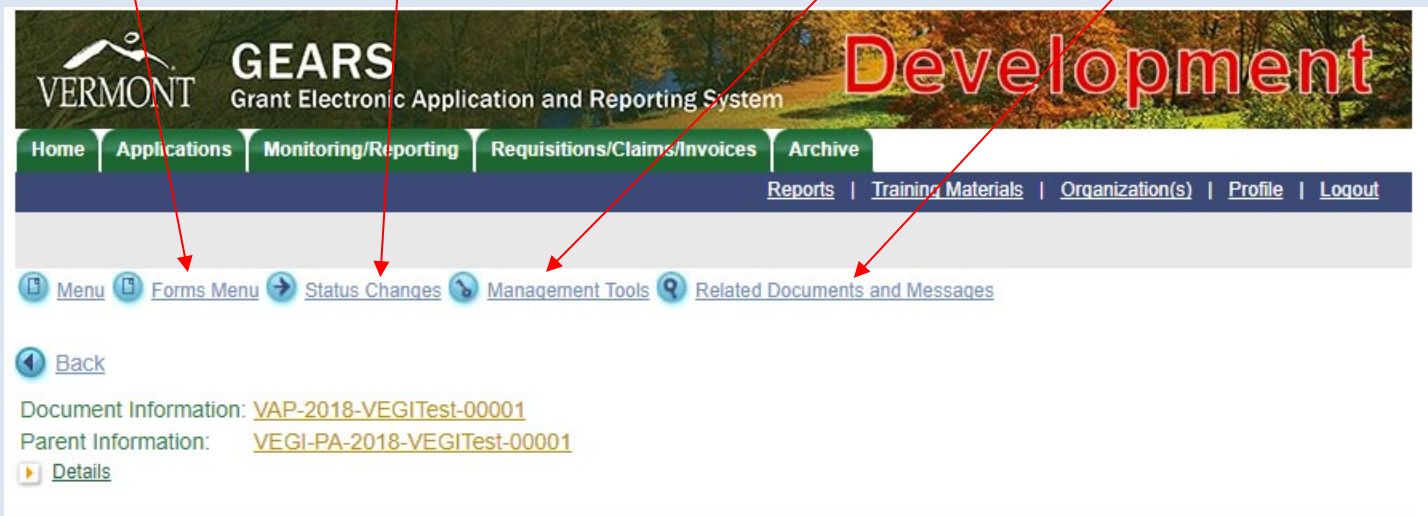


5. VEGI Application Main Menu

5.a. Application Menu

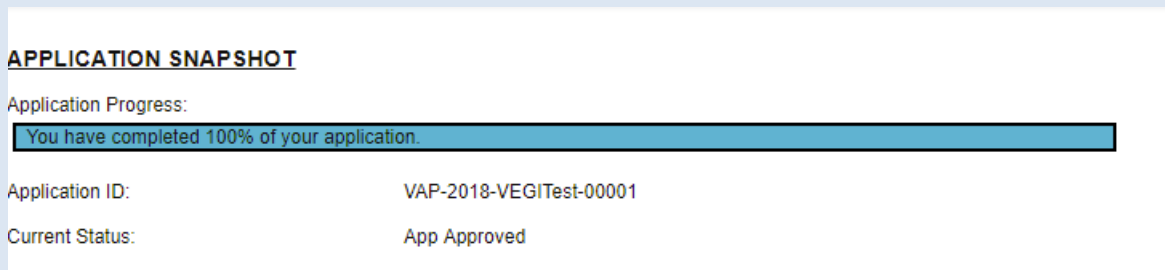
This is the main application menu from which you can choose a link to view, edit or complete your VEGI application forms, change the status of your application, utilize application management tools, and access other documents related to the application, such as the annual claim.

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.

Forms

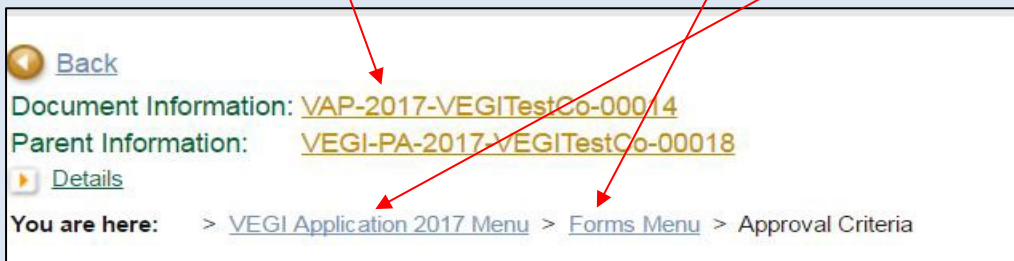
Status	Page Name	Note	Created By	Last Modified By
	Internal Notes Report			
Applicant Information				
	Applicant and Project Information		Test AO 8/22/2017 12:24:36 PM	TrishaDev Watson 9/22/2017 1:05:23 PM
	Brief History of Applicant Business		Test AO 8/22/2017 2:32:07 PM	Test AO 8/22/2017 2:32:41 PM
	Project Description		Test AO 8/22/2017 2:33:43 PM	Test AO 8/22/2017 2:33:55 PM
Approval Criteria				
	But For		Test AO 8/22/2017 2:36:14 PM	
	Municipal & Regional Support and Compliance		Test AO 8/22/2017 2:37:42 PM	Test AO 8/22/2017 2:38:19 PM
	Market & Competition		Test AO 8/22/2017 2:53:00 PM	
	Potential Incentive Enhancements		Test AO 8/22/2017 12:24:36 PM	Test AO 8/28/2017 1:38:25 PM
Applicant Data Forms				
	Data Part 1: Employment and Payroll: Historic and Projected		Test AO 8/22/2017 12:24:36 PM	Test AO 8/28/2017 1:42:16 PM
	Data Part 2: Projected Capital Investments		Test AO 8/22/2017 12:24:36 PM	Test AO 8/28/2017 1:40:49 PM
	Data Part 3: Breakdown of Existing and Projected Qualifying Jobs		Test AO 8/22/2017 12:24:36 PM	Test AO 8/28/2017 1:44:07 PM
	Data Part 4: Benefits		Test AO 8/22/2017 12:24:36 PM	
Applicant Attachments				
	Applicant Attachments			
Application Authorizations and Certifications				
	Authorizing Official Certification		Test AO 8/28/2017 1:49:41 PM	
	Senior Authorized Official Certification		Test SAO 8/28/2017 1:54:26 PM	

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.

VEGI Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [VPA-2015-TEST-00006](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VEGI Application	CCCD Testing Organization	Senior Authorized Official	App In Progress	N/A - N/A N/A

Possible Statuses

AUTHORIZED OFFICIAL REVIEW REQUIRED

[APPLY STATUS](#)

CANCEL APPLICATION

[APPLY STATUS](#)

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.

VERMONT **GEARS** Grant Electronic Application and Reporting System **Development**

Home | Applications | Monitoring/Reporting | Requisitions/Claims/Invoices | Archive

Reports | Training Materials | Organizations | Profile | Logout

Menu | Forms Menu | Status Changes | **Management Tools** | Related Documents and Messages

[Back](#)

Document Information: [VAP-2018-VEGITest-00001](#)

Parent Information: [VEGI-PA-2018-VEGITest-00001](#)

[Details](#)

Management Tools

[CREATE FULL PRINT VERSION](#)
Select the link above to create a printable version of the document.

[CREATE FULL BLANK PRINT VERSION](#)
Select the link above to create a blank printable version of the document.

[ADD/EDIT PEOPLE](#)
Select the link above to perform actions such as adding people, changing a

[STATUS HISTORY](#)
Select the link above to view the status history of this document.

[CHECK FOR ERRORS](#)
Select the link above to check the entire document for errors.

[ATTACHMENT REPOSITORY](#)
Select the link above to view all attachments in this document.

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**:
 - 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.
 - 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).
 - Capital investment projections, segregated by the [capital investment categories](#) used by the VEGI program (minimum one year; maximum five years).
 - 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 as 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: (~!@#\$\$%^&*/\ |).

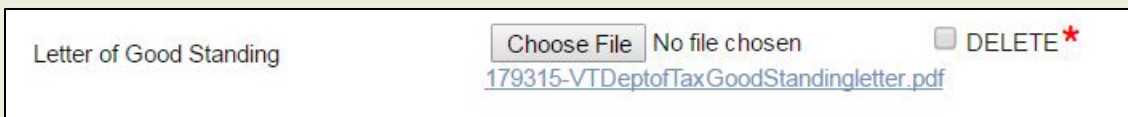
To upload a file, fill in the box describing the document (if required) and click the “Choose File” button. Browse your computer for the file to upload and either double-click the file or click the file and then click the “Open” button. You must then click “SAVE” at the top of the form to save the uploaded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

Organization - VEGI Test Company

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name: VEGI Test Company *

Short Name: VEGITestCo *

Address: 123 St *

City: Here * State: Vermont * Zipcode: 05000 *

County: Orange County

Phone: (802) 000-0000 * Fax: *

Email: *

Website: *

- 4) Click on "VEGI Organization Details:"

My Organization Information

Please complete all required forms below.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Details

Status	Page Name	Note	Created By	Last Modified By
	VEGI Organization Details		TrishaDev Standen	7/1/2016 5:26:17 AM

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

[Back](#)

Document Information: [OD-2014-2017ATO-01890](#)

[Details](#)

You are here: > [Organization Details Menu](#) > [Forms Menu](#)

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

VEGI ORGANIZATION DETAILS

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](#).

[SAVE](#) [ADD NOTE](#)

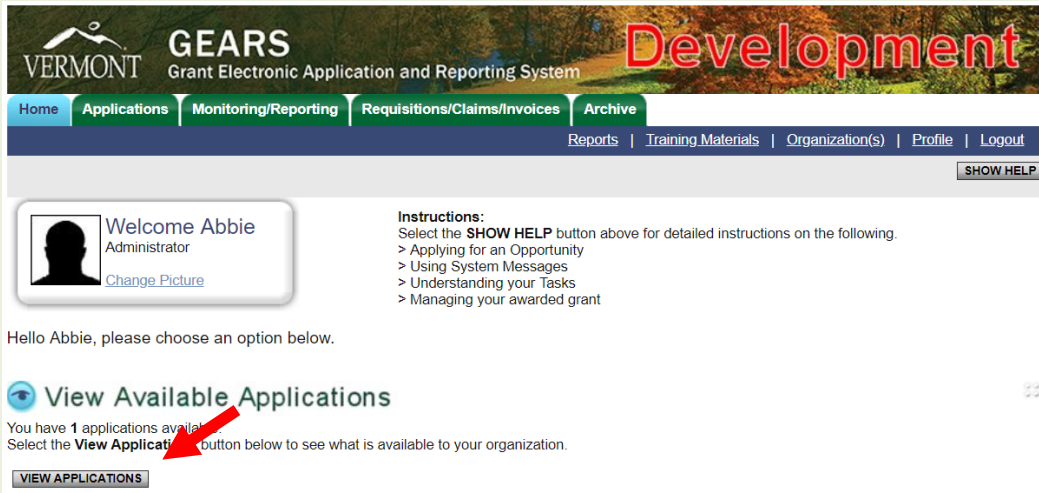
You are now ready to Initiate an Application.

4. Initiating an Application

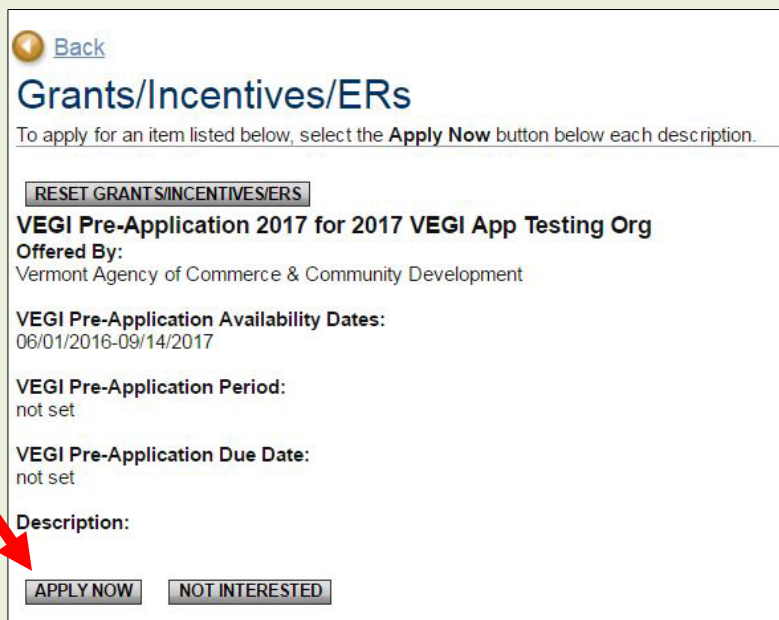
4.a. Initiate an Application

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.

Organization - VEGI Testing Business

Click on the name to view a specific document.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#) | [Organization Document Availability](#)

Organization Documents

Export Results to: Sort documents by:

Document Type	Name	Current Status	Year
VEGI Application	VPA-2015-VEGI Testing Business-00008	App In Progress	2015

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:

VERMONT GEARs Development

Grant Electronic Application and Reporting System

Home Applications Monitoring/Reporting Requisitions/Claims/Invoices Archive

Reports | Training Materials | Organization(s) | Profile | Logout

SHOW HELP

Back

Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Year

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

Export Results to: Sort by:

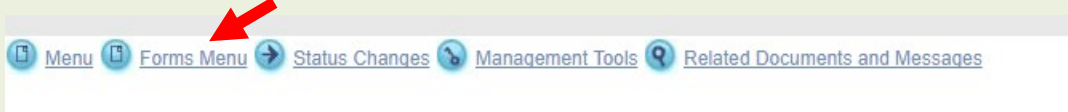
Number of Results 1

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

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.

Status	Page Name	Note	Created By	Last Modified By
Pre-Application Forms				
	Applicant and Project Information		PreApp AO 7/4/2016 8:37:55 AM	TrishaDev Watson 11/7/2016 7:54:16 AM
	Potential Incentive Enhancements		PreApp AO 7/4/2016 8:38:34 AM	PreApp SAO 8/3/2016 2:35:21 PM
	Data Part 1: Employment and Payroll: Historic and Projected		PreApp AO 10/31/2016 12:27:04 PM	PreApp AO 10/31/2016 12:38:15 PM
	Data Part 2: Projected Capital Investments		PreApp AO 7/4/2016 8:47:09 AM	PreApp AO 10/31/2016 12:40:29 PM
	Data Part 3: Breakdown of Qualifying Job Creation		PreApp AO 7/4/2016 8:52:13 AM	TrishaDev Watson 1/6/2017 2:03:09 PM
	Data Part 4: Benefits		PreApp AO 7/4/2016 9:07:48 AM	TrishaDev Watson 12/28/2016 6:55:03 AM
	Pre-Application Estimate Acceptance		PreApp SAO 11/15/2016 2:36:10 PM	

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.

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.](#)

Once a form is completed, 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.

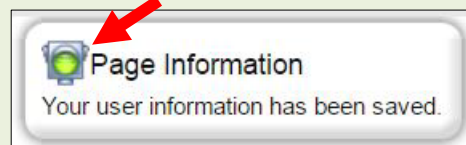


As forms are completed, the name of the User that created the form and the name of the last User to modify the form will appear on the forms menu, along with the date and time of the creation or edits.

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:

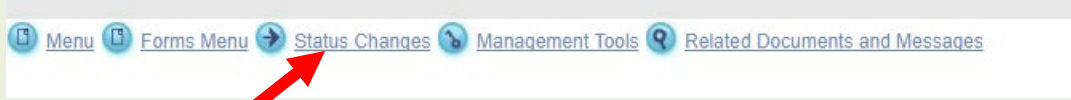
- 1) "Applicant and Project Information"
- 2) "Potential Incentive Enhancements:" To check eligibility and other restrictions for the enhancements, review the form instructions.
- 3) "Data Part 1: Employment and Payroll: Historic and Projected"
- 4) "Data Part 2: Projected Capital Investments"
- 5) "Data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

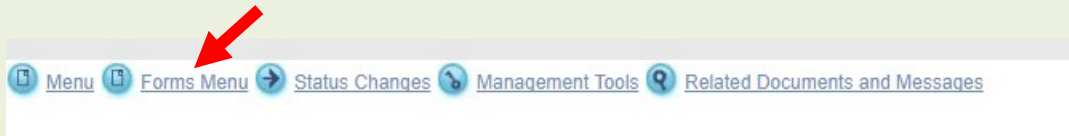
[DETAILS ON THE COST-BENEFIT MODEL](#)

[SAMPLE INCENTIVE CALCULATION](#)

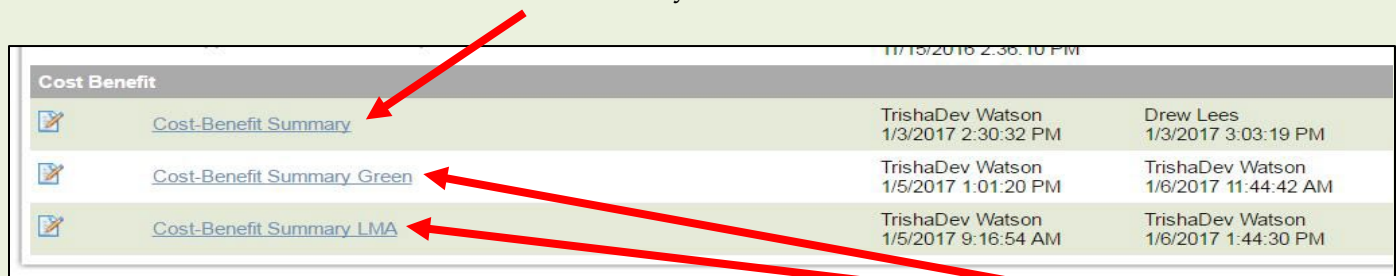
The modeling process usually takes about 5-7 days. When the modeling is completed and an incentive estimate is ready, company Users will receive a notification email from VEPC staff and the results will be available to view in the *VEGI Application and Claim System*.

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”:

A screenshot of a table titled 'Cost Benefit' showing a list of forms. The table has columns for form name, user, and date. Three red arrows point to the links 'Cost-Benefit Summary', 'Cost-Benefit Summary Green', and 'Cost-Benefit Summary LMA' in the first column.

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 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.

Status	Page Name	Note	Created By	Last Modified By
	Internal Notes Report			
Pre-Application Forms				
	Applicant and Project Information		PreApp AO 7/4/2016 8:37:55 AM	TrishaDev Watson 11/7/2016 7:54:16 AM
	Potential Incentive Enhancements		PreApp AO 7/4/2016 8:38:34 AM	PreApp SAO 8/3/2016 2:35:21 PM
	Data Part 1: Employment and Payroll: Historic and Projected		PreApp AO 10/31/2016 12:27:04 PM	PreApp AO 10/31/2016 12:38:15 PM
	Data Part 2: Projected Capital Investments		PreApp AO 7/4/2016 8:47:09 AM	PreApp AO 10/31/2016 12:40:29 PM
	Data Part 3: Breakdown of Qualifying Job Creation		PreApp AO 7/4/2016 8:52:13 AM	TrishaDev Watson 1/6/2017 2:03:09 PM
	Data Part 4: Benefits		PreApp AO 7/4/2016 9:07:48 AM	TrishaDev Watson 12/28/2016 6:55:03 AM
	Pre-Application Estimate Acceptance		PreApp SAO 11/15/2016 2:36:10 PM	

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.

Electronic Signature and Certification: By checking this box and clicking the “Save and Submit” button (at the top of this page), I certify that:

- 1. I am duly authorized by the applicant company to represent the applicant company as the Administrator, Authorizing Official, or Senior Authorizing Official, with the authority to sign and affirm this certification;
- 2. I am actually the person designated by the applicant company as the Administrator, Authorizing Official, or Senior Authorizing Official for this application (and not a designee); and
- 3. I am affixing my signature and certifying that I have completely reviewed and understand the Disclaimers, Limitations, and Program Information above.

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

[Back](#)

Document Information: [VEGI-PA-2017-VEGITestCo-00018](#)

[Details](#)

You are here: > [VEGI Pre-Application 2017 Menu](#) > [Forms Menu](#) > Pre-Application Forms

PRE-APPLICATION ESTIMATE ACCEPTANCE

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.

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](#)

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

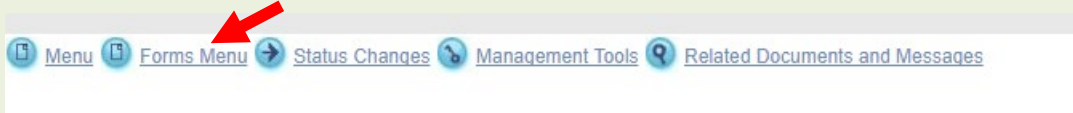
Sort search results by: -- Select -- Filter by Document Type:



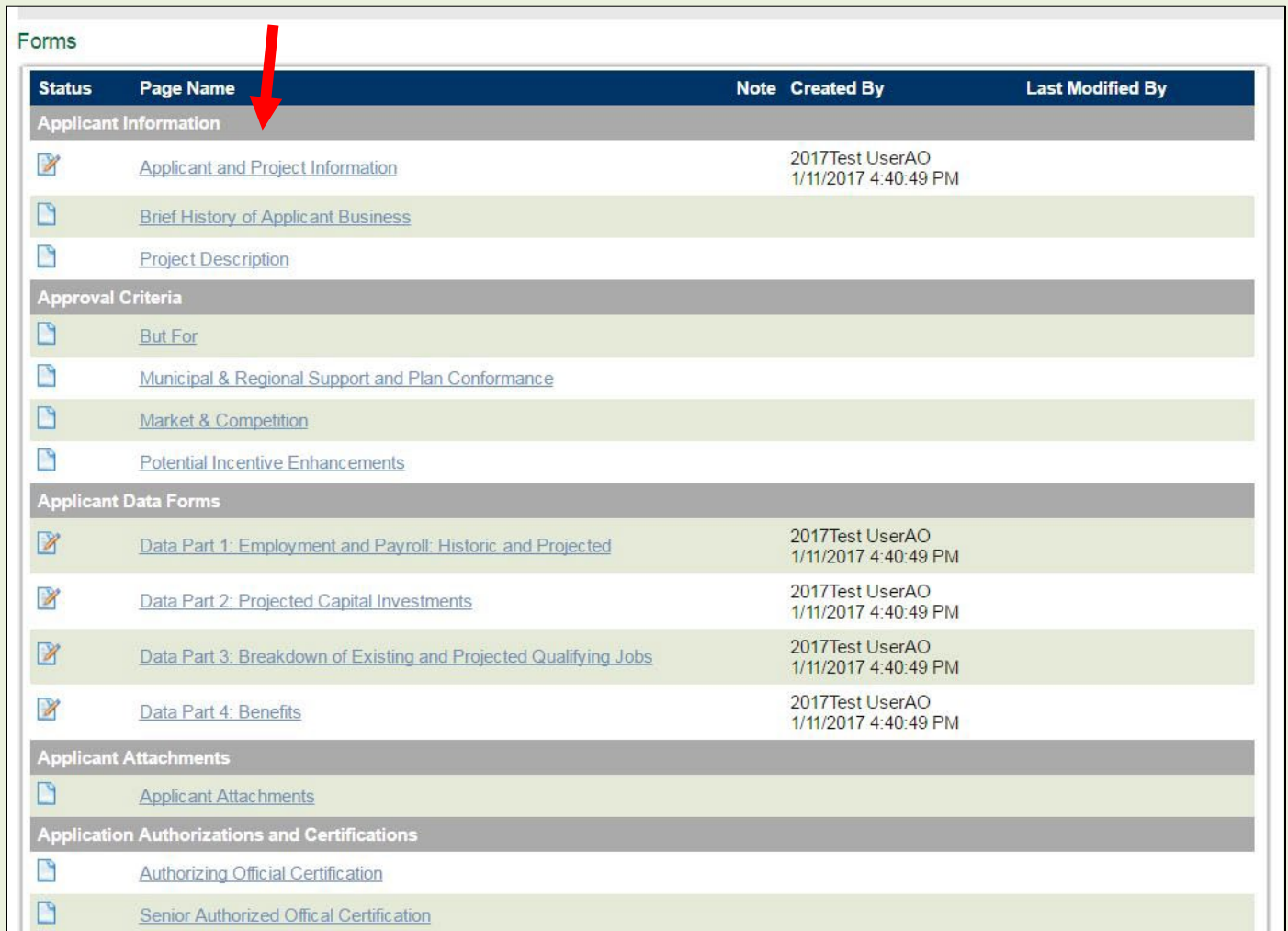
Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
VEGI Application 2017	Initiate a new VEGI Application 2017				

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.

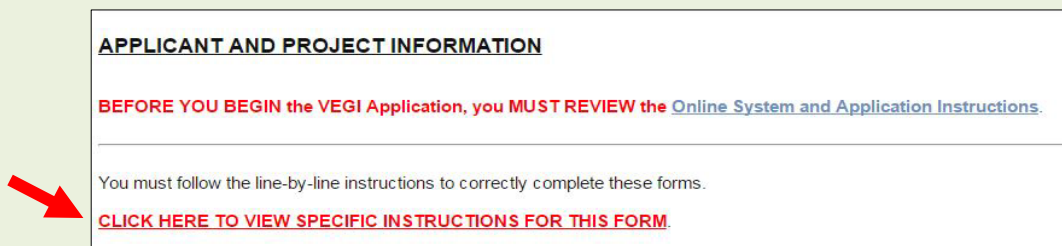


- 2) Click on the title of each form to access the form.

A screenshot of a web application interface titled 'Forms'. It displays a table with columns for 'Status', 'Page Name', 'Note', 'Created By', and 'Last Modified By'. The table is organized into sections: 'Applicant Information', 'Approval Criteria', 'Applicant Data Forms', 'Applicant Attachments', and 'Application Authorizations and Certifications'. A red arrow points to the 'Applicant Information' section header.

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 Official Certification			

- 3) 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 the form without referring to these instructions.** Click on the hyperlink to access the form instructions.

A screenshot of the top of a form titled 'APPLICANT AND PROJECT INFORMATION'. It contains a red instruction: 'BEFORE YOU BEGIN the VEGI Application, you MUST REVIEW the [Online System and Application Instructions](#).' Below this is a line of text: 'You must follow the line-by-line instructions to correctly complete these forms.' At the bottom, there is a red hyperlink: '[CLICK HERE TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM](#)'. A red arrow points to this link.

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](#)

- Once a form is completed, 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.

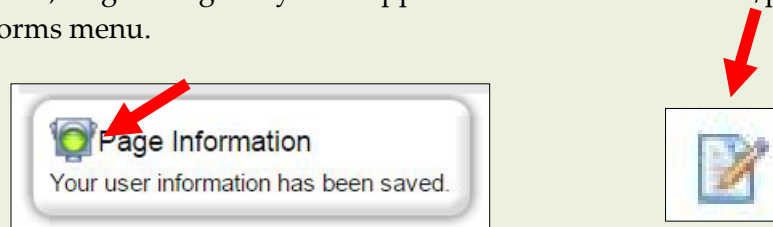


As forms are completed, the name of the User that created the form and the name of the last User to modify the form will appear on the forms menu, along with the date and time of the creation or edits.

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

- Refer back to Sections B.2.a, b, and c for a refresher on application tips and general application information.
- 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.
- 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.
- Err on the side of providing too much information rather than scant information. Sell your company and project.
- 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:

Applicant Information:

Applicant and Project Information
Brief History of Applicant Business
Project Description

Approval Criteria:

But For
Municipal & Regional Support and Compliance
Market & Competition
Potential Incentive Enhancements
 LMA Enhancement Justification (Dependent)
 Look Back Waiver Information (Dependent)

Applicant Data Forms:

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

Applicant Attachments:

Applicant Attachments (for any attachments that are not uploaded to a specific form)

Application Authorization and Certification:

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.

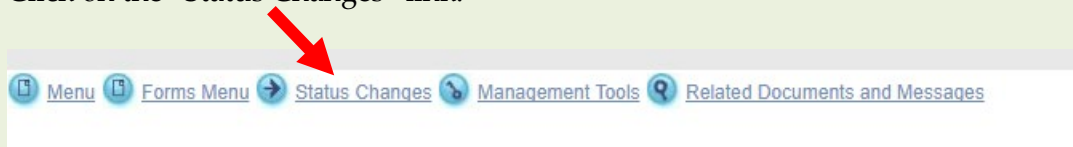


Once you have completed all the forms you may [contact VEPC Staff](#) and request a review of the Initial Application and informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

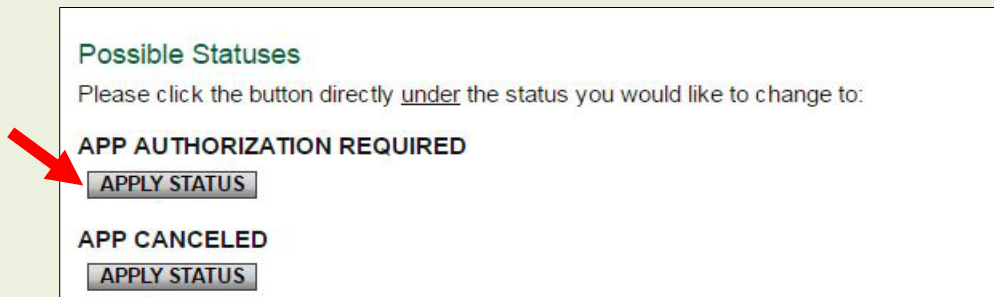
Note that the application submittal process is **sequential** and requires that the company officers with the Authorizing Official (AO) and Senior Authorized Official (SAO) roles each review and certify the application, in turn. Only the User with the appropriate role for each step will have access to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

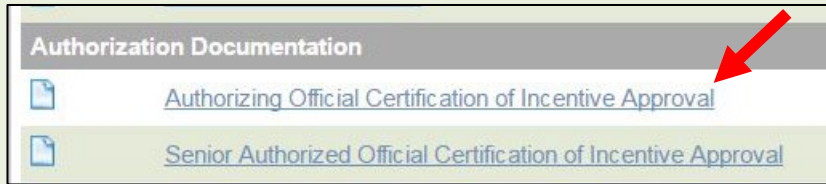


- c. Click the “Apply Status” Button **under** “App Authorization Required”

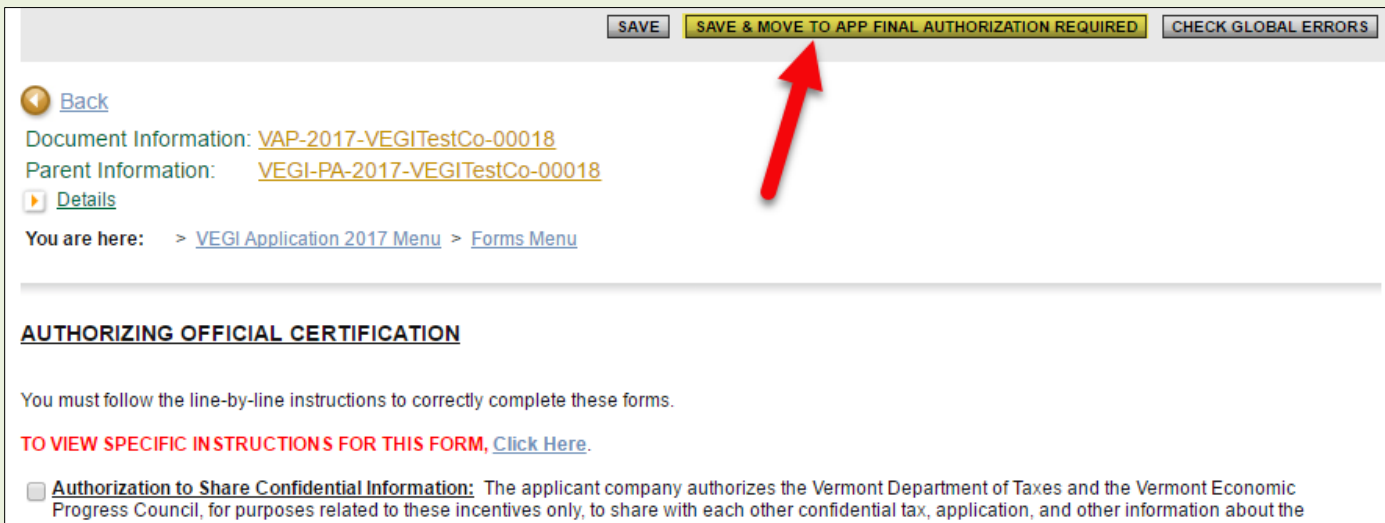


2) Authorized Official (AO) Role **only**:

- 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.

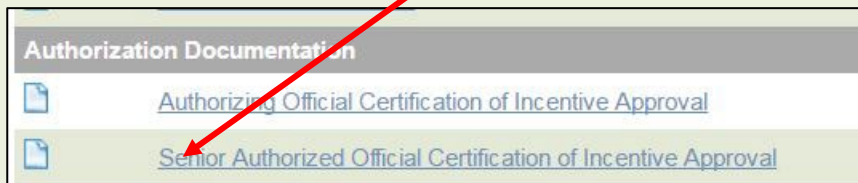


- c. Carefully and completely read the Authorizing Official Certification, then check each certification box and the Electronic Signature Notification box. Note that as the company AO, you and the SAO are responsible for the content of the application and the certifications made.
- d. Then click “SAVE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



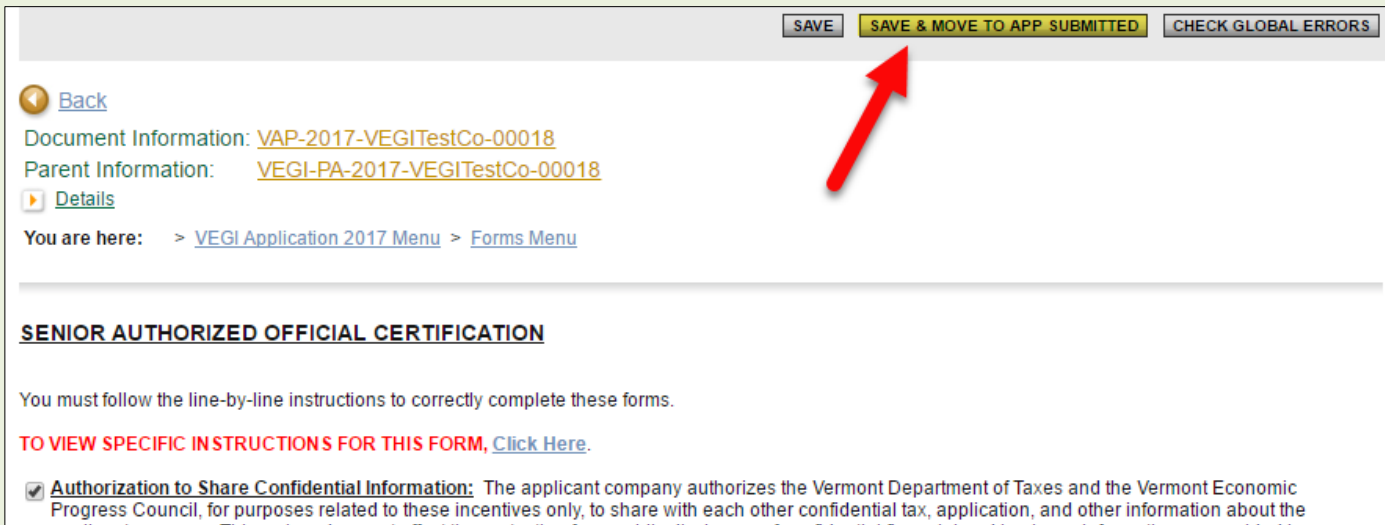
3) Senior Authorized Official (SAO) Role **only**:

- 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."



The screenshot shows a web application interface. At the top right, there are three buttons: "SAVE", "SAVE & MOVE TO APP SUBMITTED" (highlighted with a red arrow), and "CHECK GLOBAL ERRORS". Below the buttons, there is a "Back" link with a left-pointing arrow. The "Document Information" is "VAP-2017-VEGITestCo-00018" and the "Parent Information" is "VEGI-PA-2017-VEGITestCo-00018". There is a "Details" link with a right-pointing arrow. The breadcrumb trail is "You are here: > VEGI Application 2017 Menu > Forms Menu". Below this, there is a section titled "SENIOR AUTHORIZED OFFICIAL CERTIFICATION". The text below the title says "You must follow the line-by-line instructions to correctly complete these forms." and "TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM, Click Here." There is a checkbox labeled "Authorization to Share Confidential Information" which is checked, followed by a paragraph of text.

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.



The screenshot shows a section titled "Possible Statuses". Below the title, it says "Please click the button directly under the status you would like to change to:". Below this, there is a status "APP MODS SUBMITTED" and a button labeled "APPLY STATUS" which is highlighted with a red arrow.

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.

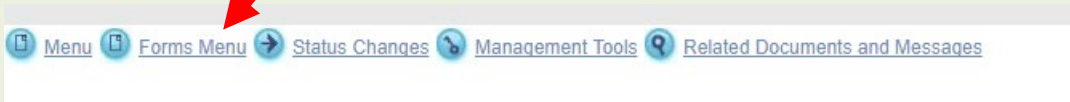
[DETAILS ON THE COST-BENEFIT MODEL](#)

[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:

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 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.



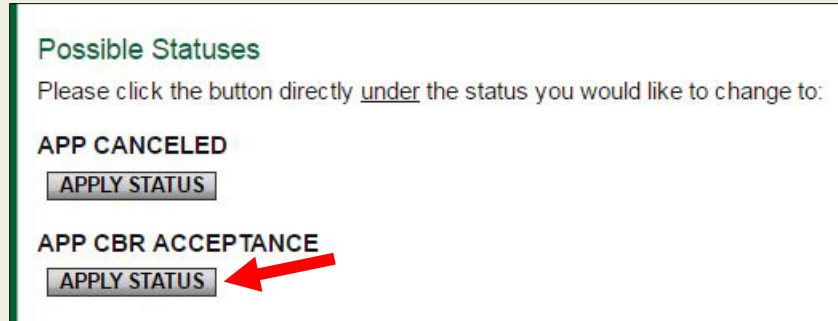
6.g. Accept Initial Application Cost-Benefit and Incentive Calculation

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:

The screenshot shows the GEARs Development web application interface. The top navigation bar includes tabs for Home, Applications, Monitoring/Reporting, Requisitions/Claims/Invoices, and Archive. Below the navigation bar, there is a search section titled 'Applications' with the instruction 'Use the search functionality below to find a specific Application.' The search section contains the following fields: 'Application Types' (dropdown menu), 'Application Name' (text input), 'Status' (dropdown menu), and 'Year' (text input). There are 'SEARCH' and 'CLEAR' buttons at the bottom of the search section. A red arrow points to the 'Applications' tab in the top navigation bar, and another red arrow points to the 'Status' dropdown menu.

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

Export Results to Sort by:

Number of Results 1

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

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.



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 Official 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.

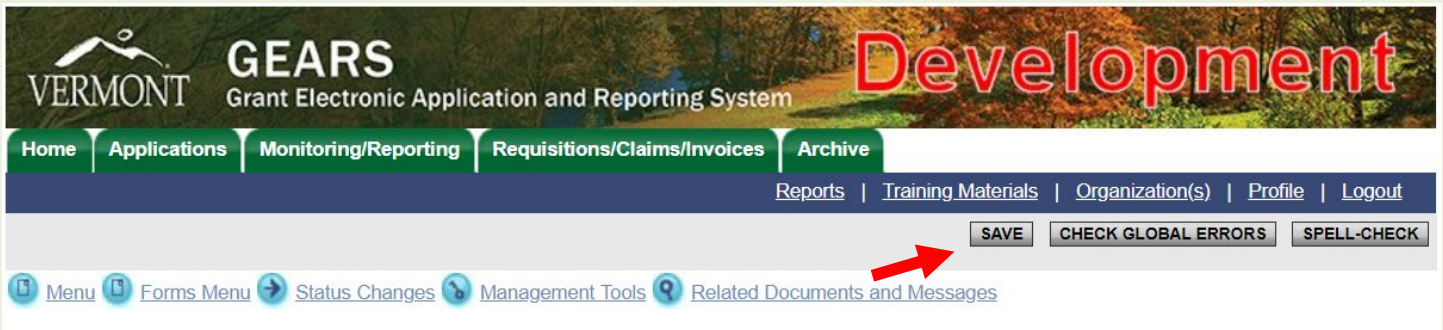
APPLICANT AND PROJECT INFORMATION

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.](#)

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

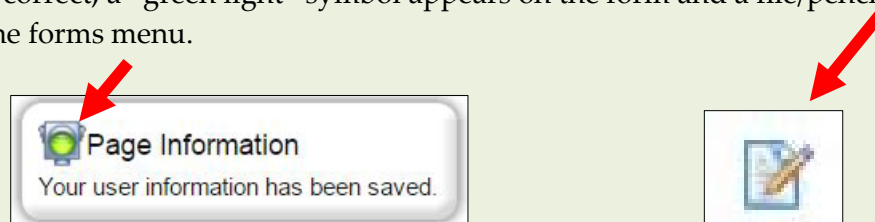


As forms are completed, the name of the last User to modify the form will appear on the forms menu, along with the date and time of the edits.

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.



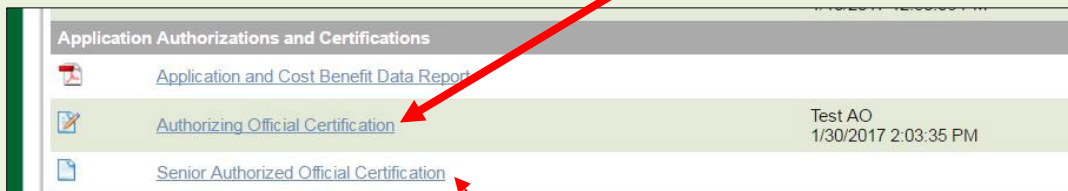
Once you have completed all the forms you may [contact VEPC Staff](#) and request a review of the Final Application and informal comments prior to submittal. Be sure to budget time for this step if you want to use it.

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.

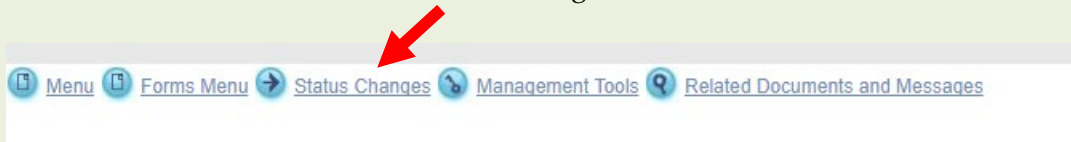


- c. Carefully and completely re-read the Authorizing Official Certification. Note that as the company AO, you and the SAO are responsible for the content of the application and the certifications made.
- d. Click “SAVE” to re-save the certification page.

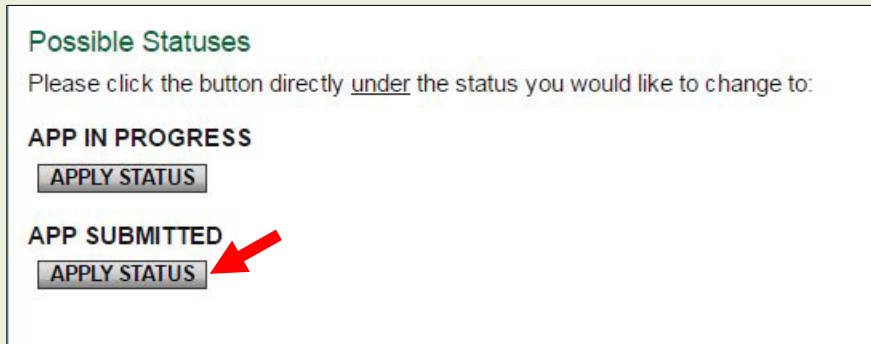
2) Senior Authorized Official (SAO) Role **only**:

- 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”:

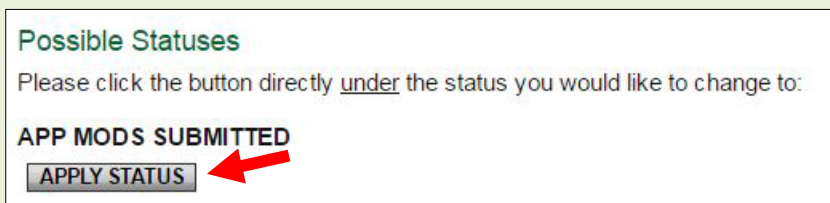


7.d. Final Application Modifications (if required)

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](#)

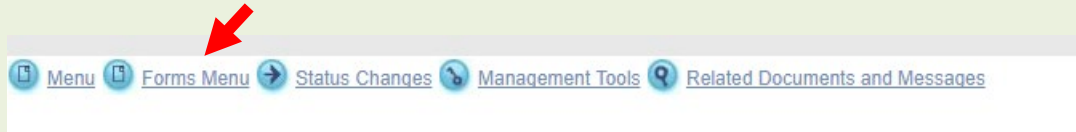
The modeling process usually takes about 5-7 days. When the modeling is completed and the incentive calculation based on the Final Application is ready, the applicant will receive a notification email from VEPC staff with instructions to view and accept the results on the system. The email will include 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.**

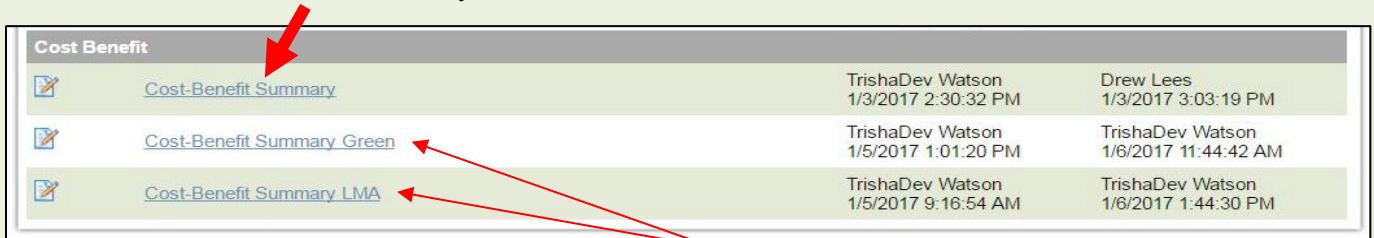
Regardless of attendance at the VEPC Board meeting, the cost-benefit result must be accepted by the deadline given in order to remain on the VEPC meeting agenda. You must complete the steps below before the deadline.

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:



A screenshot of a table titled 'Cost Benefit'. The table has three columns: a link with a pencil icon, a name and timestamp, and another name and timestamp. A red arrow points to the 'Cost-Benefit Summary' link.

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.

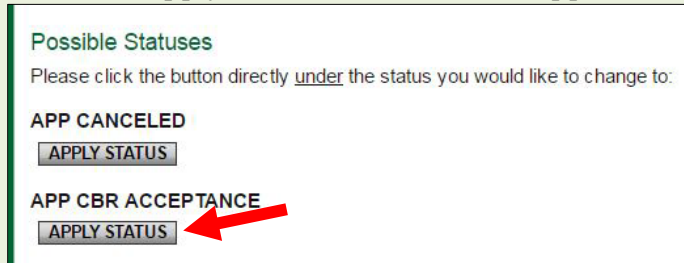


7.f. Accept Final Application Cost-Benefit and Incentive Calculation

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:

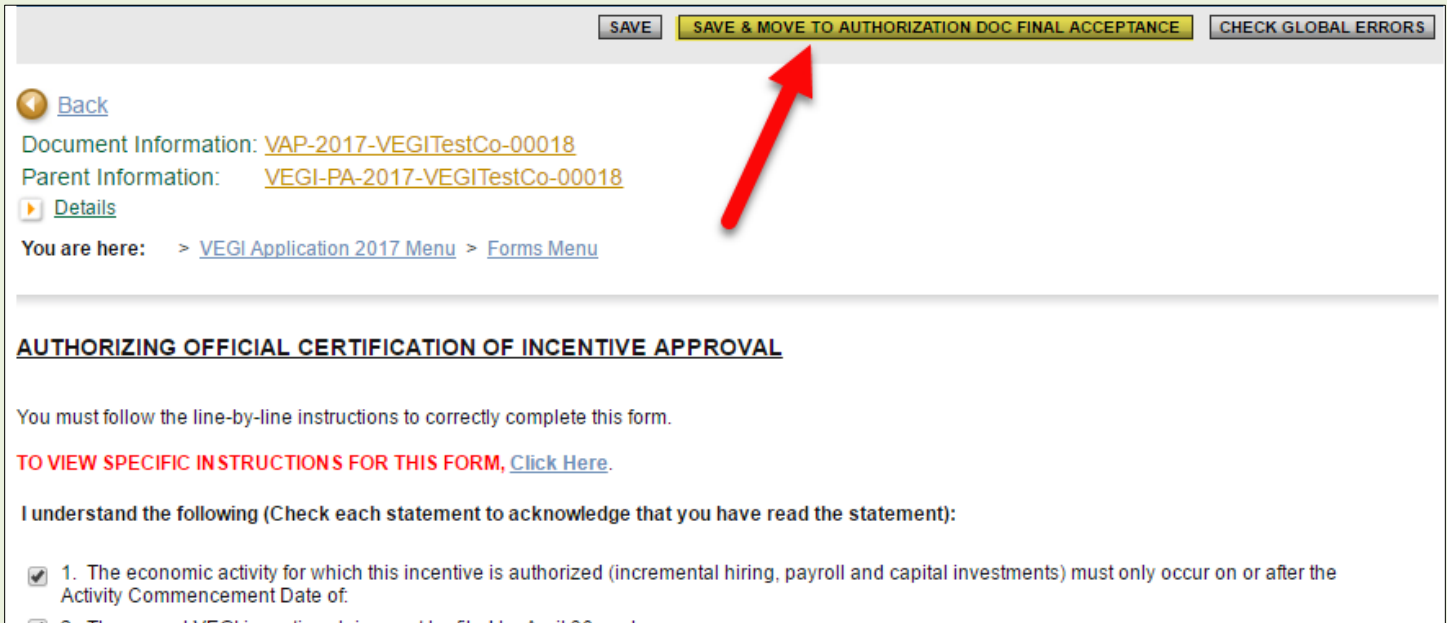


- iv. A new screen will open, click on “View PDF” in the grey bar across the top of the screen.
 - v. When PDF loads, save the Authorization Document to your computer and review it completely to ensure you understand what you are certifying.
 - vi. If you have any questions, please contact [VEPC staff](#)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



SAVE SAVE & MOVE TO AUTHORIZATION DOC FINAL ACCEPTANCE CHECK GLOBAL ERRORS

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Document Information: [VAP-2017-VEGITestCo-00018](#)

Parent Information: [VEGI-PA-2017-VEGITestCo-00018](#)

Details

You are here: > [VEGI Application 2017 Menu](#) > [Forms Menu](#)

AUTHORIZING OFFICIAL CERTIFICATION OF INCENTIVE APPROVAL

You must follow the line-by-line instructions to correctly complete this form.

TO VIEW SPECIFIC INSTRUCTIONS FOR THIS FORM, [Click Here](#).

I understand the following (Check each statement to acknowledge that you have read the statement):

1. The economic activity for which this incentive is authorized (incremental hiring, payroll and capital investments) must only occur on or after the Activity Commencement Date of:

2. The annual VEGI incentive claim must be filed by April 30 each year.

- 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.”

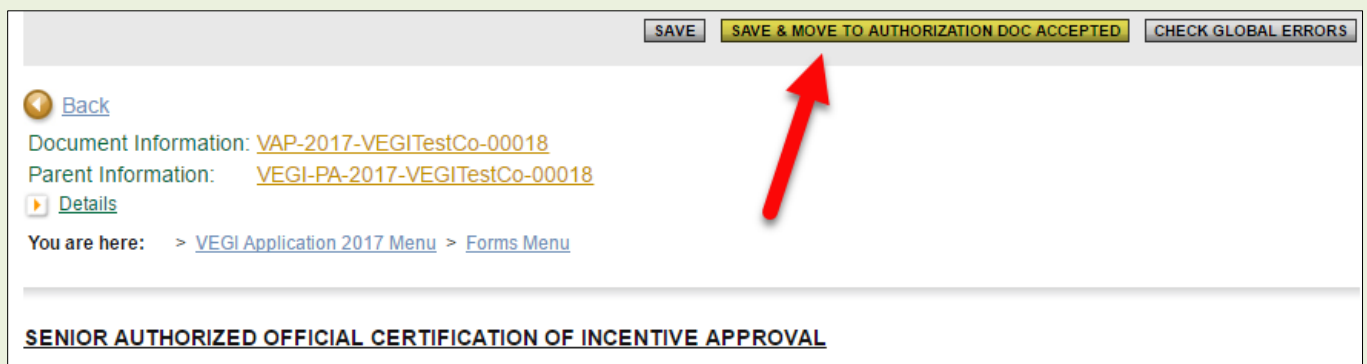


Authorization Documentation

[Authorizing Official Certification of Incentive Approval](#)

[Senior Authorized Official 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 DOC ACCEPTED”:



SAVE SAVE & MOVE TO AUTHORIZATION DOC ACCEPTED CHECK GLOBAL ERRORS

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Document Information: [VAP-2017-VEGITestCo-00018](#)

Parent Information: [VEGI-PA-2017-VEGITestCo-00018](#)

Details

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SENIOR AUTHORIZED OFFICIAL CERTIFICATION OF INCENTIVE APPROVAL

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:

- **Username 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](#).