Introduction (What is this document?)
This document provides information about how to apply for a Vermont COVID-19 Agriculture Assistance Program (VCAAP) payment through Vermont Agency of Agriculture, Food and Markets (VAAFM). This application is for businesses eligible for Agriculture & Working Lands Assistance. Eligible entities include agriculture businesses, value-added food product businesses, forest products businesses, dairy producers and processors, and agriculture producer associations. For a definition of these business types and to learn if you are eligible to apply for a payment, see the VCAAP Agriculture and Working Lands Assistance webpage.

Summary of Steps
1. Register and start an application
   a) Register as a system user, b) Select and begin an Agriculture & Working Lands application, c) Enter tax information
2. Add contact information
3. Provide overall eligibility information
4. Provide business-specific eligibility information
5. Provide revenue information
6. Provide economic harm information
7. Review your application
8. Certify and submit your application

GET READY
Before you begin, you will need the following documents or information to complete your application:
   a. Employee/Tax Identification Number (TIN) associated with the business entity applying
   b. Tax information from your business W-9 form
   c. Documentation of gross revenue for the months your business lost revenue due to COVID-19 in 2020 and 2019, for revenue comparison
   d. Documents that demonstrate the specific COVID-19-related loss(es) and/or expense(s) for which you are applying for payment
STEP 1: REGISTER AND START AN APPLICATION

To register in the online system before beginning an application, visit https://vermont.force.com/economicrecovery/s/ag-register.

You will arrive at the registration page. Read and acknowledge the program terms and eligibility criteria. You will then be prompted to complete registration.
A. Register as a System User
Complete the user registration form.

If you cannot locate your Employer ID Number, click the “Add Company” link and complete the pop-up form to add your business.

**Note:** Your User Name will automatically be your email address (e.g., abc@xyz.com). However, if you have applied for other State Coronavirus Relief Funds (e.g., Vermont Economic Recovery Grant) using this email address, your User Name will be automatically adjusted.

**Note:** Your Password must be greater than 10 characters and contain a letter, a number, and at least one special character.
When you have completed registration, you will see the dashboard, where you can begin a new application (see next page).

From this point forward, you can log out of the system anytime and log in again using your user name and password using this link: https://vermont.force.com/economicrecovery/s/login.

Note: Do not register twice. Once you begin an application, it will be saved under your original login information.
B. Start an Application
To begin an application, in the dashboard, click the “+ New Application” button.

Select the Agriculture & Working Lands application.
After selecting the application, you will see a list of application pages. Use the navigation steps on the left to keep track of where you are in the application process.

C. Enter Tax Information
Enter your business tax information consistent with the way it appears on your W-9 form. (A W-9 form upload is NOT required for this application.)

Hover your mouse over the “i” icon to learn more about a required information field.
**STEP 2: PROVIDE CONTACT INFORMATION**

If necessary, add contact information for any additional individual(s) who should be involved in this application. The primary contact should already appear in the Contact Information list. You can add additional people by clicking the “Add Contact” button.

Please note that only the primary contact will receive communications about the application. The other contacts may access the application but will not receive any emails about it.

You will see this pop-up screen after selecting “Add Contact”:
STEPS 3-4: DETERMINE YOUR ELIGIBILITY

Complete all questions regarding applicant eligibility.

If you are not eligible based on your responses, you will see the message below and will be unable to proceed with the application. To search for other opportunities and resources for your business, visit https://agriculture.vermont.gov/covid-19-information.

Unfortunately, based on your response to this question, your business does not currently qualify for Vermont COVID-19 Agriculture Assistance Program funding. For more information please see agriculture.vermont.gov.
Select the category that best describes your business from the dropdown menu. Your funding eligibility – and the information you will be asked to provide later in the application – will be based on your business category. (Eligibility is determined by legislative bills passed to provide funding for various business types.)

Complete the questions that appear on this page based on your selected business category. This will include 2019 gross annual income range, a 2019 tax return (upload), dates of active business operation, number of W-2 employees, and whether your business is in good standing with the State of Vermont. Other information may be requested that is unique to your business type.
**STEPS 5-6: PROVIDE REVENUE AND ECONOMIC HARM INFO**

If your gross revenue changed due to the COVID-19 public health emergency, select the months in which your revenue changed. Enter sales data from that month in 2019 and 2020, and upload income statements that show the gross revenue for each month.

### Revenue Info

**Revenue**

* Since March 1st, have you experienced any changes to your gross revenue due to the public health emergency?
  - Yes
  - No

Select months in which you have experienced gross revenue changes, upload complete income statements showing that month's 2019 and 2020 gross revenue, and indicate monthly sales for each year.

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Enter information about other economic harm to your business as a result of COVID-19, including losses or expenses your business has incurred since March 1, 2020 (see next page). **Do NOT include losses or expenses that have already been covered by other COVID-19 relief funding sources.**

**Other Economic Harm**

* Have you experienced any other expenses or lost revenue, or both since March 1, 2020 related to the COVID-19 public health emergency?
  - Yes
  - No

* Has your business applied for or received compensation from any other State, federal program, or insurance program for any of the losses or expenses that you claim in this grant application?
  - Yes
  - No

* Please indicate the amount of funding that would constitute a duplicative payment.
Check the box for each type of expense or loss that applies to your business. For each loss or expense you identify, enter the incurred cost, reason for incurring the loss/expense (drop-down menu), a brief description of the loss/expense, and upload supporting documentation. This may include paid invoices, receipts, or other proof of payment or loss.

Example: Personal protective equipment (PPE)

If an item does not fit into the categories provided, add it at the bottom under “Other”. Identify the loss or expense in the “Incurred Cost” box.

Note: The application will not provide a running total of your eligible expenses/losses to be paid. This will be determined during the application review process and communicated if and when your application is approved for funding.
STEP 7: REVIEW YOUR APPLICATION

This page will show the full contents of your application. Review your responses to be sure they are correct.

If your responses need adjusting, use the “Back” button at the bottom to return to the previous screen(s), or “Back to Dashboard” to review your application from the beginning.

When your responses are reviewed and complete, click “Next”.
STEP 8: CERTIFY YOUR APPLICATION

Read the certification statements and attest to them by clicking the boxes.

Sign at the bottom by typing your name. Today’s date will be filled into the form with your signature.

Click “Submit”.

Certification

☐ I have the authority to request payment from the State of Vermont on behalf of business submitting the application. I am requesting payment of the grant amount per my responses to this application and as determined by ACT 120, 137 and or 138. This grant will be used to cover costs and lost revenues associated with the Coronavirus Disease 2019 (COVID-19) public health emergency, in accordance with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).

☐ I understand that the State of Vermont will rely on this certification as a material representation in making this grant award.

☐ As required by federal law, the proposed uses of the funds provided will only be used to cover costs and provide economic support that:
  a. Are necessary costs/lost revenues related to the COVID-19 public health emergency; and
  b. Relate to necessary costs/lost revenues during the period from March 1, 2020 through December 30, 2020; and
  c. Are not covered by insurance or other federal grants or federally forgiven loans that the business has received. For additional information on this requirement, see “About Duplication of Benefits” at https://tax.vermont.gov/covid-19/duplication-of-benefits.

☐ I agree that the business submitting this application must repay the grant or portion of the grant to the Agency of Agriculture, Food and Markets (AAFM) if:
Any grant funds received are based on incorrect representations made on this application or to the Agency of Agriculture, Food and Markets related to this application; or Any of the losses or expenses underlying this grant award are covered by other federal grants or federally forgiven loans received by the business. See “About Duplication of Benefits” at https://tax.vermont.gov/covid-19/duplication-of-benefits for how this will be determined. I agree that the final determination of whether there has been a duplication of benefits will be made by the Agency of Agriculture, Food and Markets.

☐ I understand that all grant funds I receive have to be used in accordance with federal and State law. I certify that I will use all funds for necessary expenditures incurred due to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020. I also certify that I will maintain records demonstrating my proper use of the grant funds for at least three years, or longer as required by State or federal law to enable verification as needed. I also hereby certify that all information I provided is truthful and accurate to the best of my knowledge, information, and belief.

By typing my name into this box, I hereby agree that this action constitutes my electronic signature.

Attested by (must be business owner or principal, a US person) [Signature]

Date of Attestation [Date]
After submitting, record your application number, then click “Finish”.

You have successfully submitted your Vermont COVID-19 Agriculture Assistance Program application. Your confirmation number is: 0000000364.

The Agency is working to process your application as soon as possible. If your application is approved, you should receive a check by US mail within 14 business days of application approval.

Once your application has been processed, you will also receive a letter outlining your award, or you will receive a letter outlining why your application could not be approved.

If you have any questions please email us at agr.covidresponse@vermont.gov or call 802-828-2430. We will return calls and emails in the order they are received and apologize if you experience high wait times.


After clicking “Finish”, you may review your submitted application by clicking “View”. Using this view, you may also print your completed application from your internet browser.

Your application will be added to the queue and reviewed by the Vermont Economic Development Authority (VEDA) in partnership with Vermont Agency of Agriculture, Food and Markets (VAAFM) in the order it was received. A VAAFM staff member will reach out to you at the contact information you provided if there are questions about your application, but they will not be able to inform you of your place within the application queue. You will be notified of the funding decision as soon as possible.

If you have questions about completing your application after reading the full contents of this guide, please use the chat box on the Vermont COVID-19 Agriculture Assistance Program web page: https://agriculture.vermont.gov/covid-19-information/vermont-covid-19-agriculture-assistance-program. If you need further assistance, contact VAAFM at agr.covidresponse@vermont.gov or 802-828-2430; select #9.