VERMONT

VERMONT ECONOMIC PROGRESS COUNCIL

VERMONT EMPLOYMENT GROWTH INCENTIVE

Online
VEGI Application & Claim System
Users' Manual

Revised: 6.12.2015

Table of Contents

1. Introduction

This manual provides details on how to utilize the *VEGI Application and Claim System* to create and file a formal application (Initial or Final) to the Vermont Employment Growth Incentive program. The system is also used to file the annual claim forms required to claim the VEGI incentive, once authorized.

It is important to review these instructions to familiarize yourself with the online system before completing your application.

2. 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.

2.a. Operating System

The *VEGI Application & Claim Form System* was designed for both of 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.

2.b. World Wide Web Connection (www.)

The *VEGI Application & Claim System* is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. The Internet is the more general term that is typically used to refer to the World Wide Web. The World Wide Web consists of a vast array of content that is accessible via a web browser. For the purpose of accessing the *VEGI Application & Claim System*, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. 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. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

2.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

2.d. 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.

3. The *VEGI Application & Claim System* Homepage

To access the ***VEGI Application & Claim System***, click here: https://grants.accd.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.

3.a. Bookmark the Homepage

It is highly recommended that any Users who will work on or access the application (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.

3.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.

1) Click 'Tools'
2) Click 'Internet Options'
3) Click the 'Security' tab
4) Click 'Trusted Sites'
5) Click the 'Sites' button
6) In the 'Add this Web site to the zone:' textbox type 'http://development.grants.vermont.gov/' and then click the 'Add' button
7) Click the 'OK' button, and then click the 'OK' button again

4. Creating a User Account on the *VEGI Application & Claim System*

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 roll 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,
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.

Both of these two processes are described below.

4.a. System User Roles

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

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

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

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

Common User Role and Company Position configurations:

Vermont Applicant Company:

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

Multi-State/National Applicant Company:

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

4.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 Vermont Employment Growth Incentive Applications, the SAO 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)

An Authorized Official (AO) is the second-highest level user within an applicant organization. For Vermont Employment Growth Incentive Applications, the AO holds either an upper management position within a Vermont-based company (CFO, VP Finance, etc.) or is the top Vermont-based official for a multi-state/national company (Division President, Plant Manager, etc.) The AO must be authorized by the company to represent the company and act as its designee in the application process. The AO, together with the SAO, 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 AO certifies his/her understanding of the program requirements and accepts responsibility for the performance measures that must be met to earn the incentive. The Authorized Official can perform all applicant organization related functions in the system and along with the Administrator role can initiate applications and add company users to the application.

The Authorized Official 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

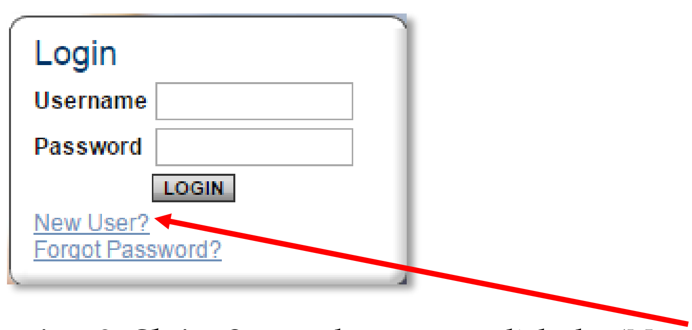
A Writer for an applicant company is a user that can contribute to the creation of an application but cannot perform the incentive management tasks that may be necessary. This person will not be able to add other users to the application and cannot disable the accounts of others in the organization.

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.

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

The first 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 and this process may be used for all Users.



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' field must consist of all letters or numbers and must be between 5 and 12 characters long.
   b) The 'Password' field must consist of all letters or numbers and must be between 7 and 12 characters long. Passwords are case sensitive.
   c) The fields 'Password' and 'Confirm Password' must be the same.

IMPORTANT: Remember and/or make note of, your **User Name** and **Password**. You ***will*** need them to access the system in the future. VEPC personnel can give you your User Name, 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. Email or call VEPC (fred.kenney@vermont.gov, 802-777-8192 or kimberly.baker@vermont.gov, 802-828-3230) and request that your user account be validated.

   If you attempt to access the system prior to getting validated by a system administrator you will receive the following message:

   Your account has not been validated yet.

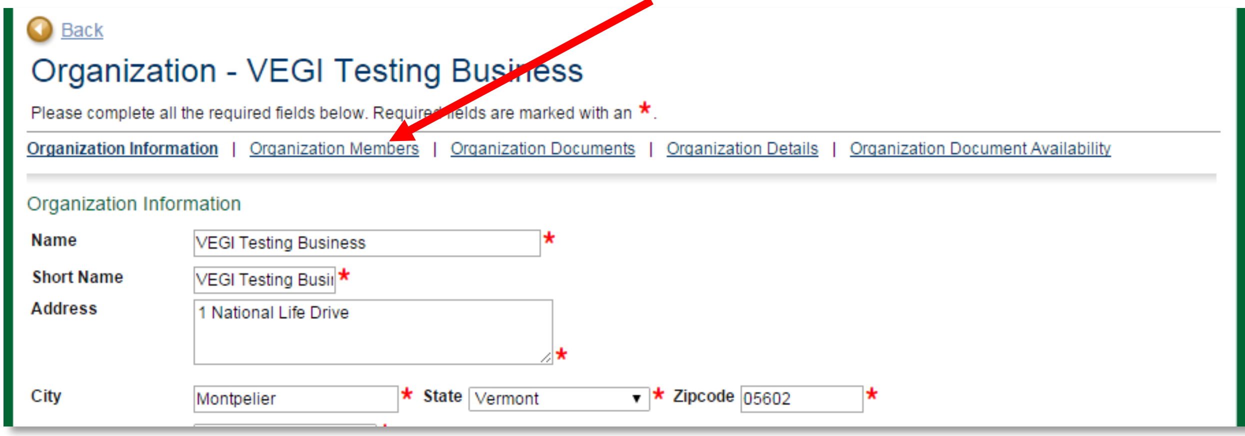
5) When access has been granted to you by VEPC you will receive an email message confirming that your account has been validated. You may log into the system and, if you are an Administrator or Authorized Official, begin to create the application and/or verify accounts created by other company Users.

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

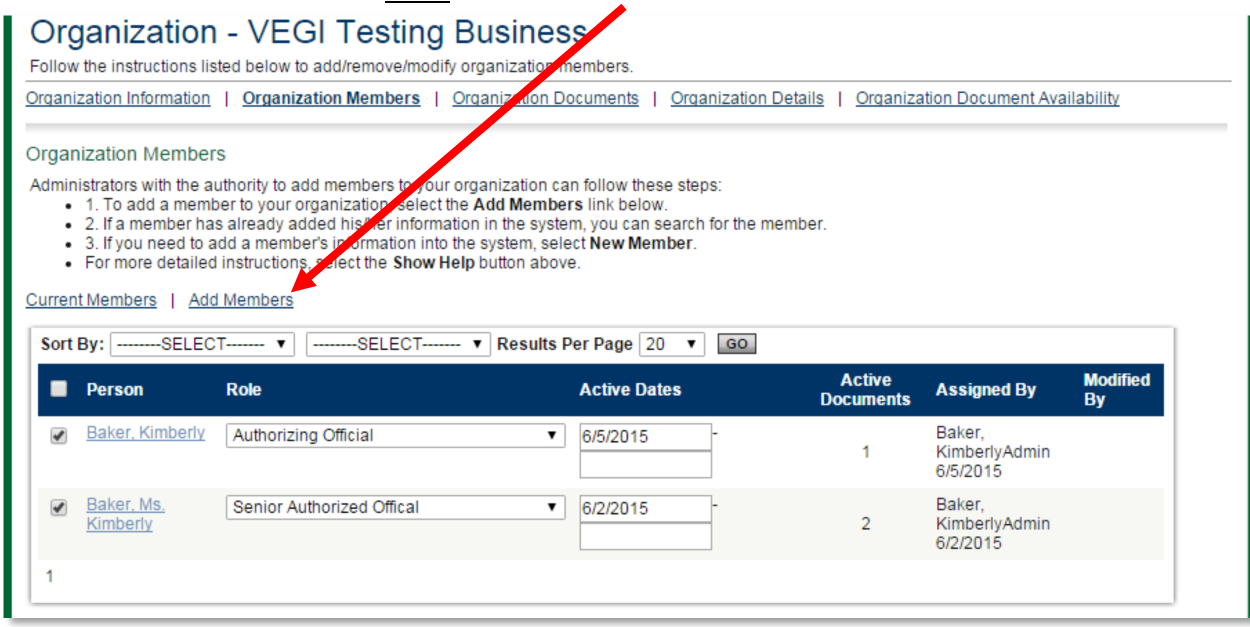
The second way in which you can be validated to get access to the system is by having the Authorizing Official or Administrator from your company add you as a User on the system.

1) The Administrator or Authorized Official (AO) must first login to the system.
2) From the home screen, the AO or Administrator should click the 'Organization(s)' link.

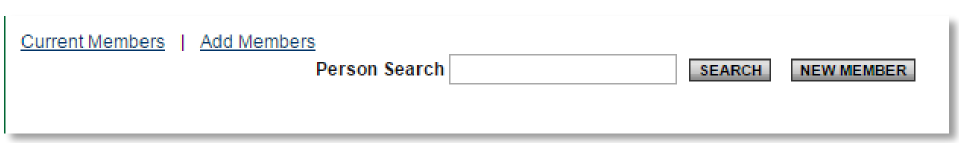
3) From the Organization screen, click on ‘Organization Members’ link.



4) If the person whose account must be added is not shown, the organization’s administrative user should click the ‘Add Members’ link.



5) After clicking the link, the organization’s administrative user should first search for the person that he or she wishes to add by typing in part of the user’s name into the ‘Person Search’ box and then by clicking the ‘Search’ button.



a) If the user exists because he or she created a ‘New User’ account (See Section 4c), 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.

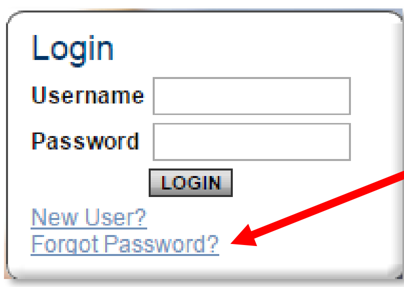
6) If no match is found on the system, the AO or Administrator should click the 'New Member' button. Basic demographic information must be entered for the user requiring an account. When the information has been entered, the 'Save' button must be clicked. Then repeat steps 3 through 5 a) above to add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

4.e. Forgotten Password or Reset Your Password

If a User is unable to remember their password or would like to change their password, the following are the steps to make those changes.

If you forget your 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 User Name 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 user name and matching email address are found, the system will send you a new password.

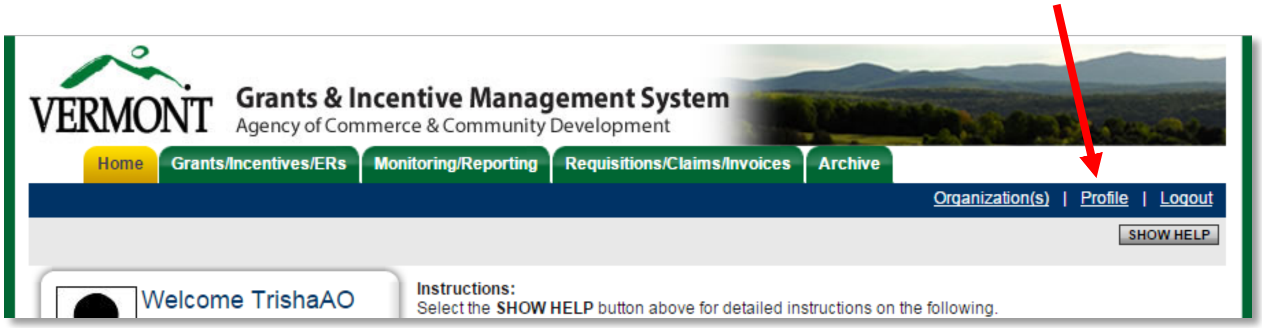
You can then log in using this new password assigned by the system. These temporary passwords are not easy to remember as they are long and difficult, so please change your password to a new permanent password for your use.

To reset or change your password:

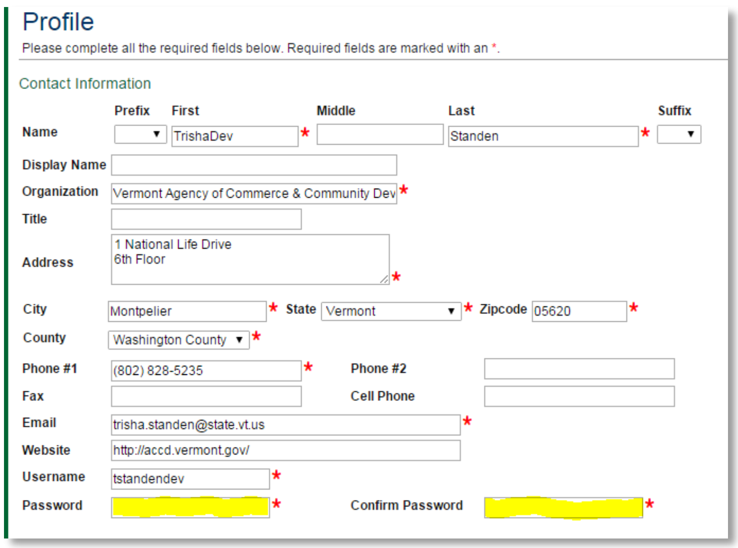
If you performed the 'Forgot Password' steps or would like to edit/change your existing password:

1) Log in using your User Name 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'. Passwords are case sensitive.



5. Communications from 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.

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:

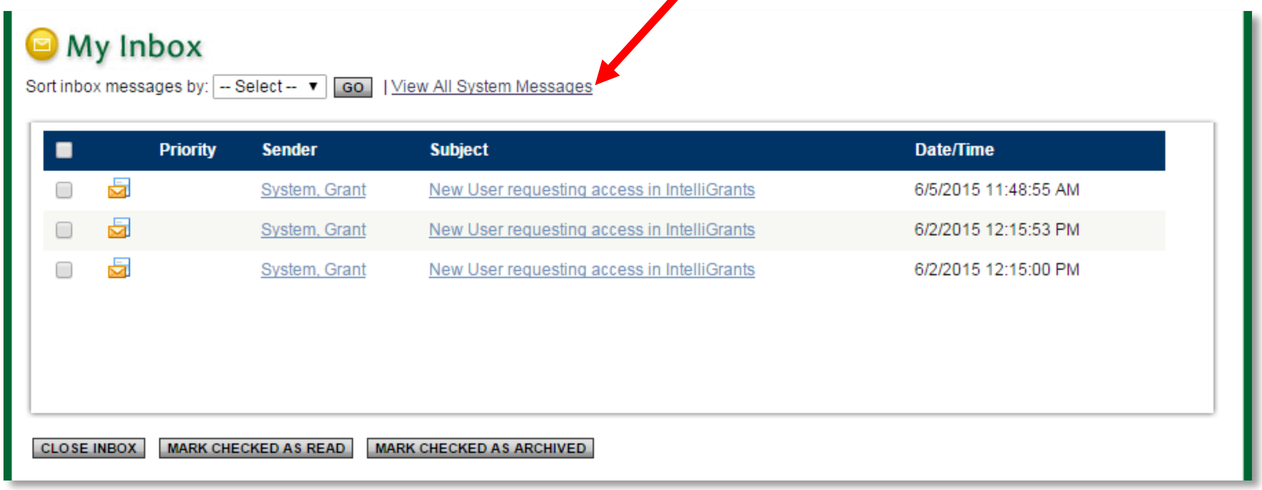
5.a. Automatic Email Notifications

Throughout the application process, email notifications will automatically be sent to the email address Users entered on their User registration. In most cases, if you are receiving an automatic system email message it is because it is now your responsibility to take some action regarding your company's application. In some cases, you might receive a message for information only. If that is the case, you are cc'd on the message.

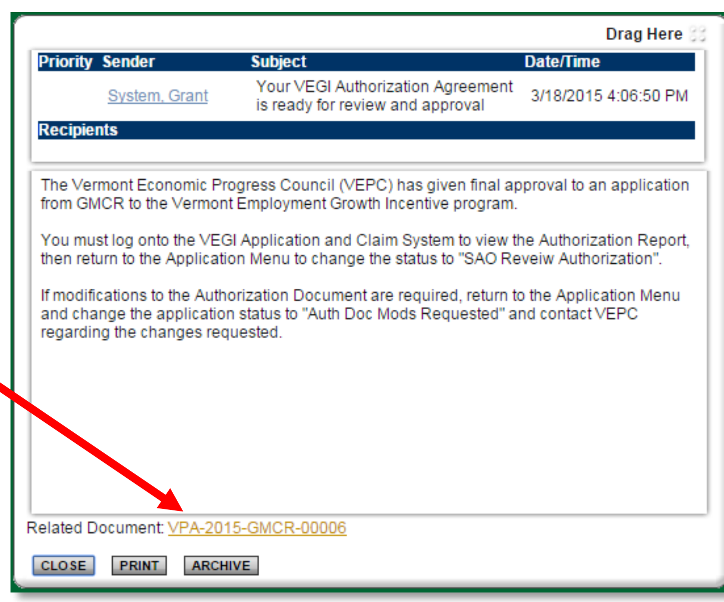
In order to receive these messages, it is important that you include an active, frequently used email address when creating your User Account. If you provide an incorrect email address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

5.b. System Messages

The automatic email messages are also kept together in an area referred to as 'My Inbox' on the home screen of your account. You can view the 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.



a) 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:
   (1) Close,
   (2) Print, or
   (3) Archive the message
b) Clicking the 'Related Document' link will bring you directly to the application or claim the message is referencing.



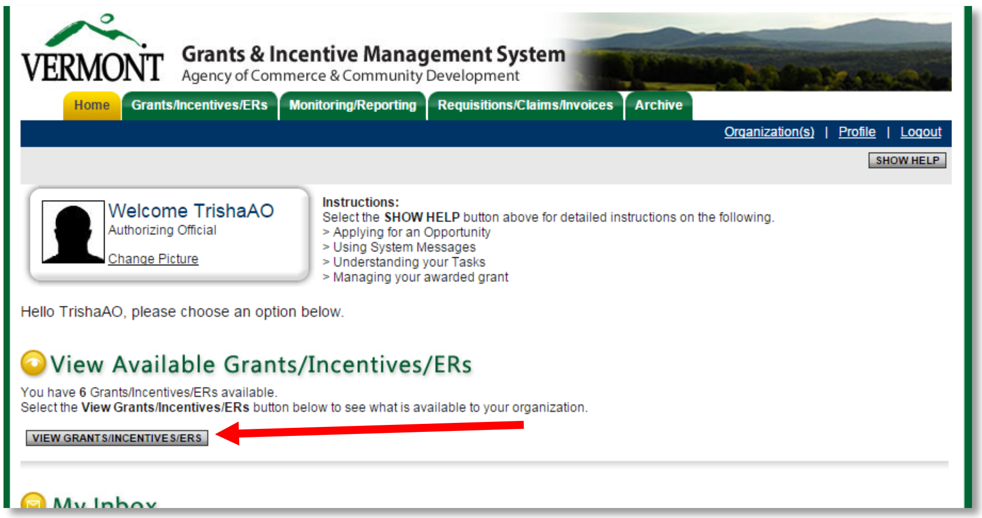
Automatic email notification and system messages will help you to know the status of your application in the *VEGI Application & Claim System* and will keep you up-to-date on the progress of your incentive related items.

6. VEGI Application Main Menu

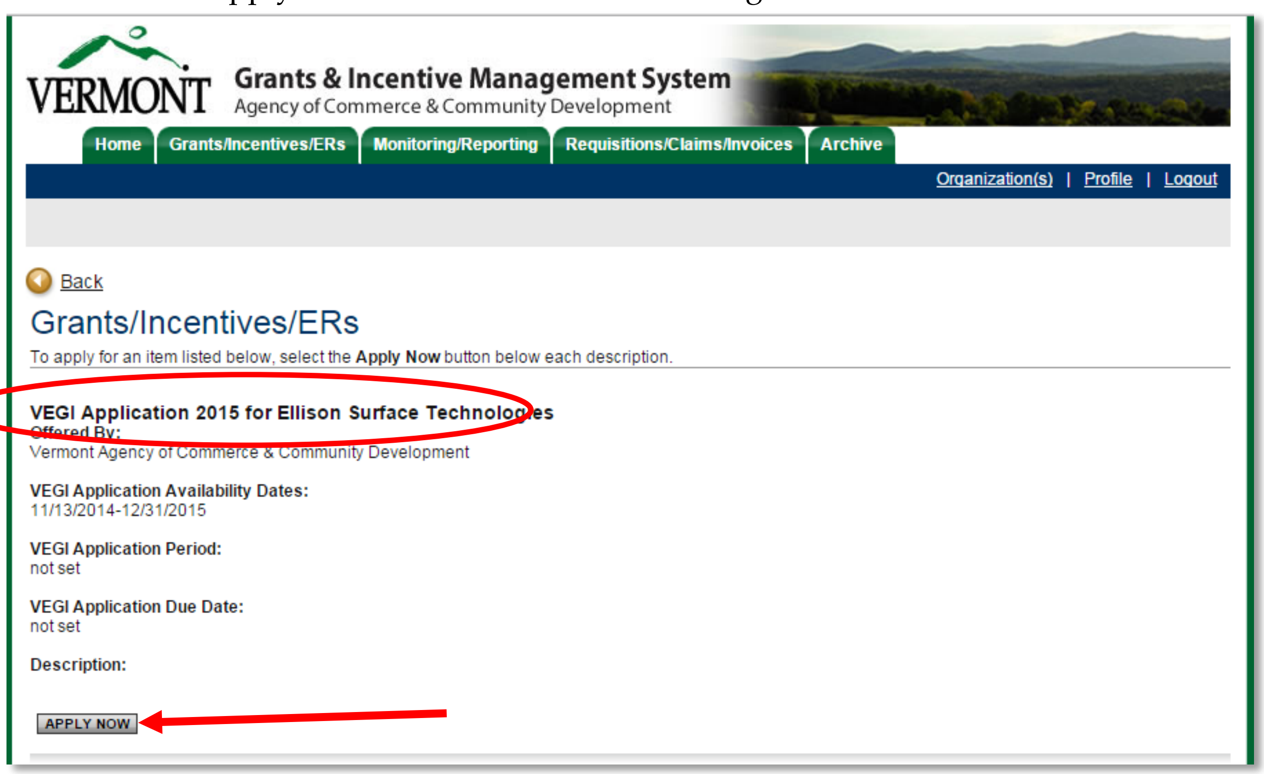
6.a. Creating an Application

Only those with the roles of Writer, Administrator, Authorized Official (AO) or Senior Authorizing Official (SAO) will be able to create an application in the ***VEGI Application & Claim System***.

Log-in, and from the home screen, click the 'View Grants/Incentives/ERs' button to view available applications:

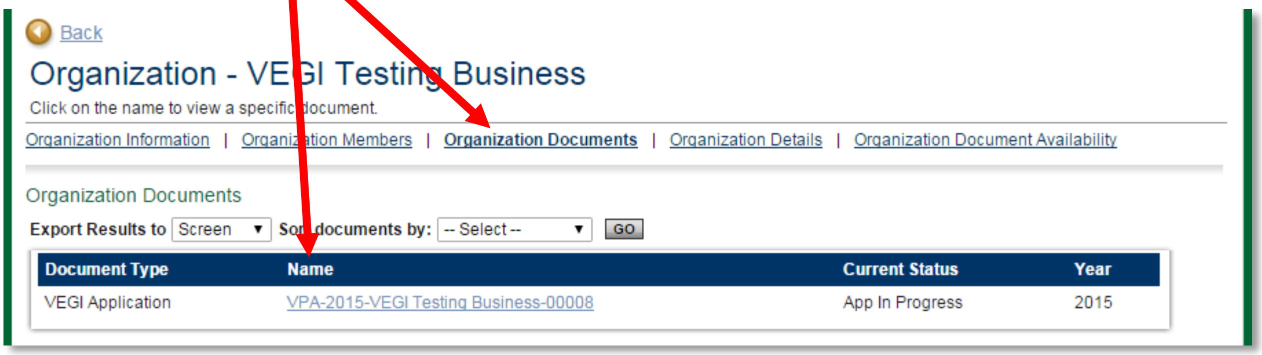


1) Find the program (VEGI), application year and organization you want to apply for, then click the 'Apply Now' button under that heading:



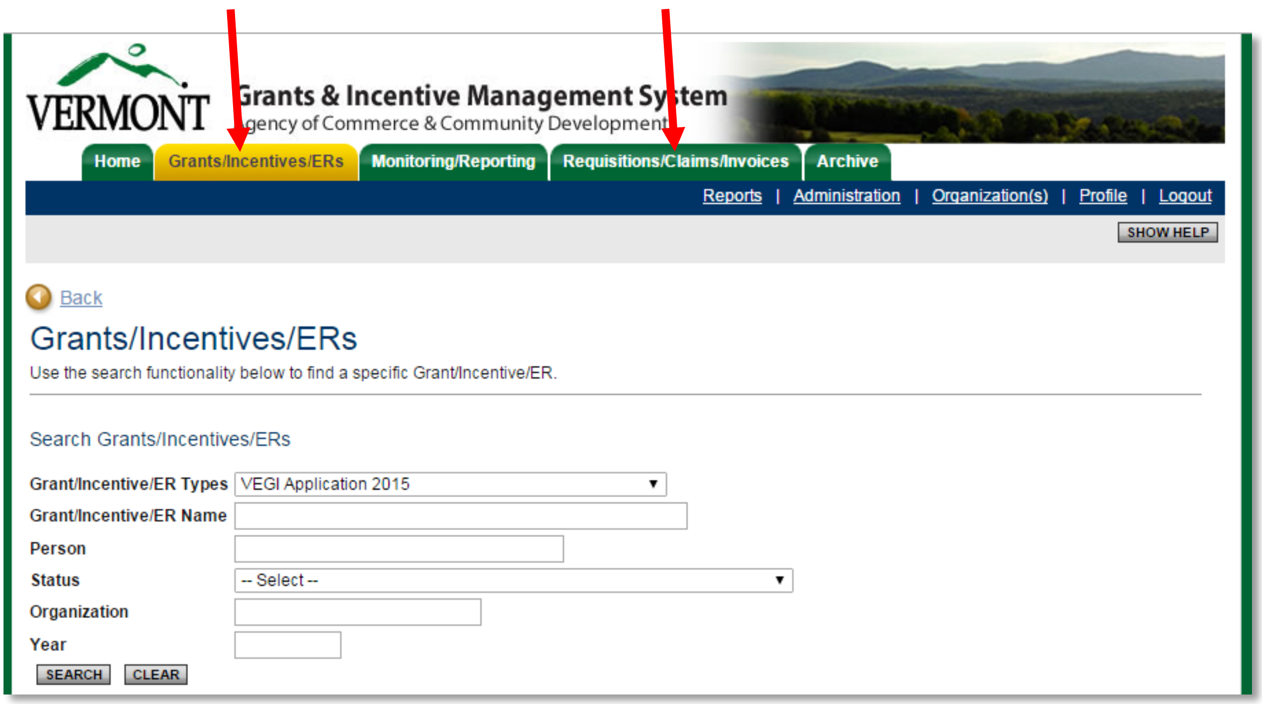
2) You will be brought to a confirmation page asking you to confirm your selection. Click the 'I Agree' button.
3) An application will be created for you and you will be redirected to the Application Menu.

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

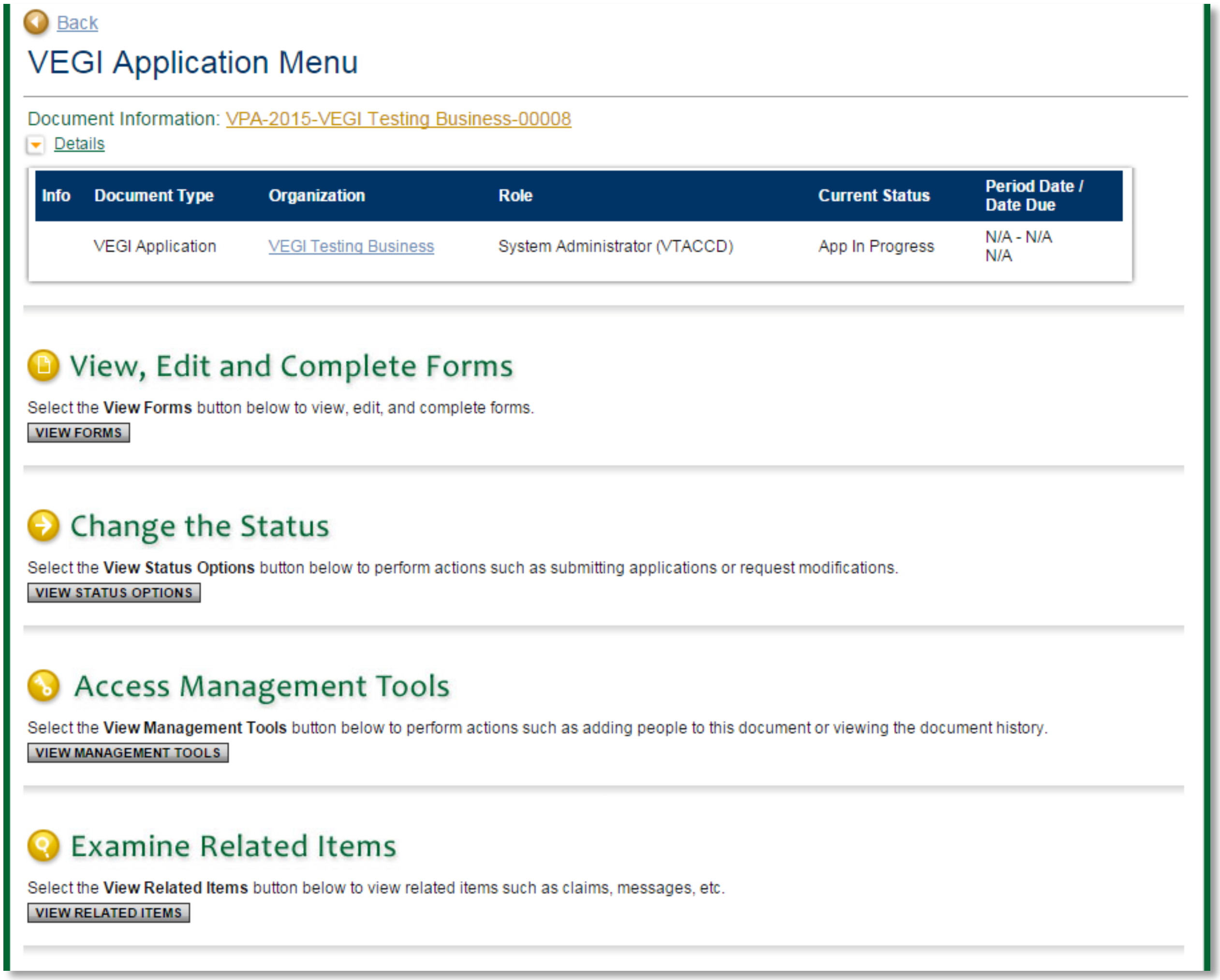


The link format is: Program Abbreviation (VPA) – Application Year – Company Name – Unique Numerical Identifier.

You can also search for your organization's applications, incentives and claims via the top search tabs. You may choose to specify one or more filters, or leave them all blank to see all of your documents for a tab category: 'Grants/Incentives/ERs' tab houses VEGI applications; 'Requisitions/Claims/Invoices' tab houses VEGI Incentive and VEGI Claim documents:



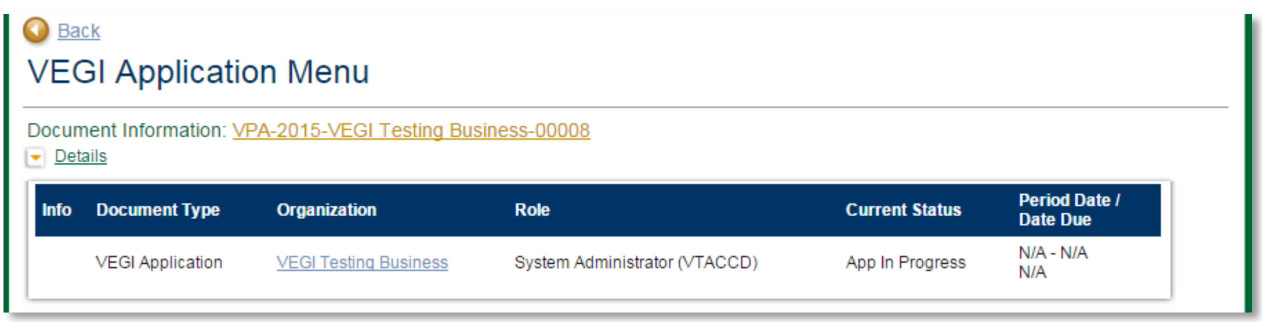
6.b. Application Menu



The Application Menu is organized into various sections that help to organize the application tasks and information. These sections are described below.

6.c. Document Information

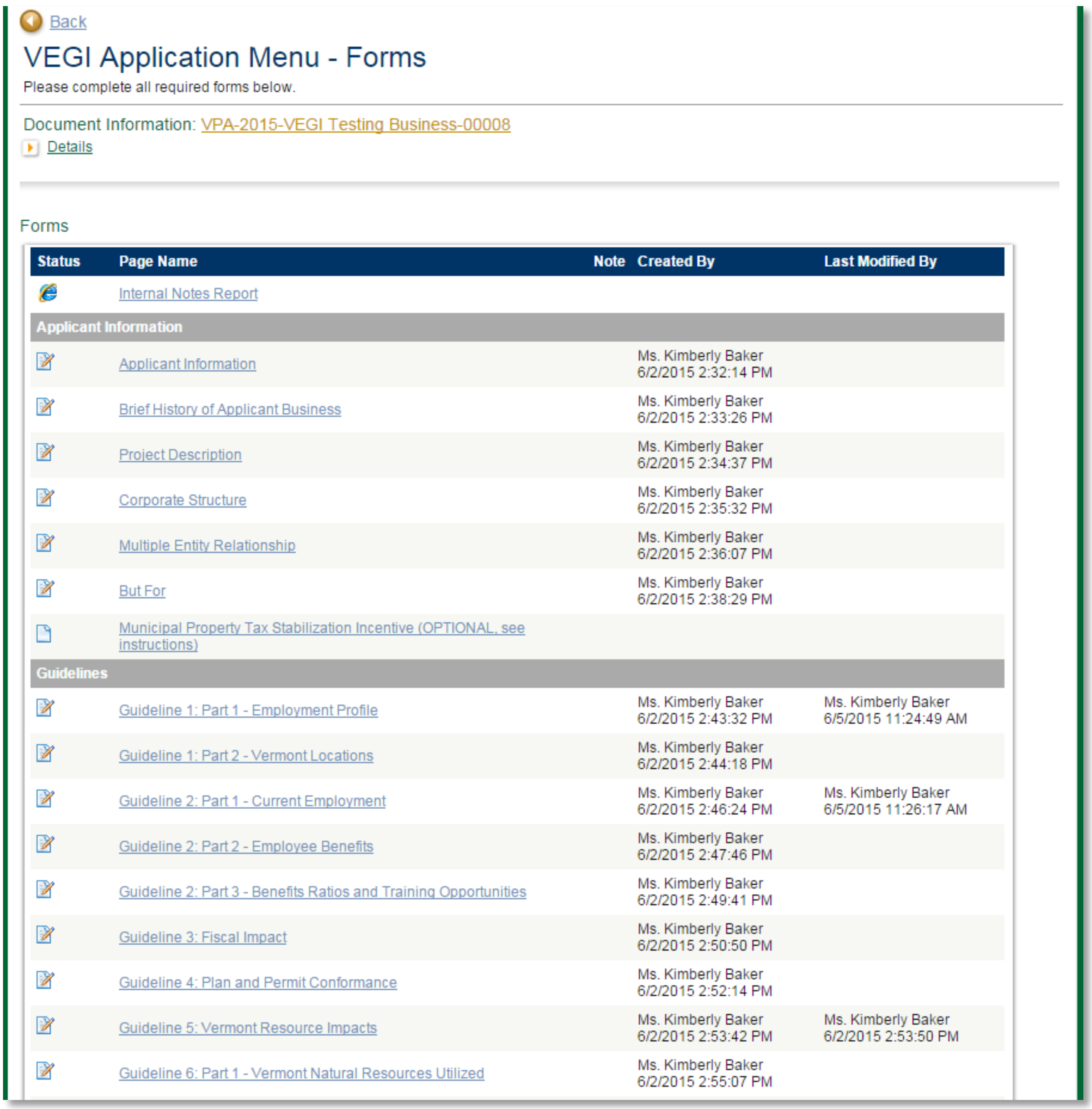
The document information section contains important information about the application such as the document type, the organization that initiated the application, the application identifier, the current status, and the due date (which refers to the last date that a Final Application can be filed that year).



6.d. View, Edit and Complete Forms

The Forms section is where the vast majority of the work in a VEGI application is completed. Click the 'View Forms' button to go to the forms menu.

This section contains all of the forms that are required to be completed prior to the submittal of the application. To create or edit an application form simply click the name of the form. If the form name has a number beside it, the number indicates the amount of pages that have been completed for that form. Some forms require only one page, some have multiple pages (see Section 7c).


Back

VEGI Application Menu - Forms

Please complete all required forms below.

Document Information: VPA-2015-VEGI Testing Business-00008

Details

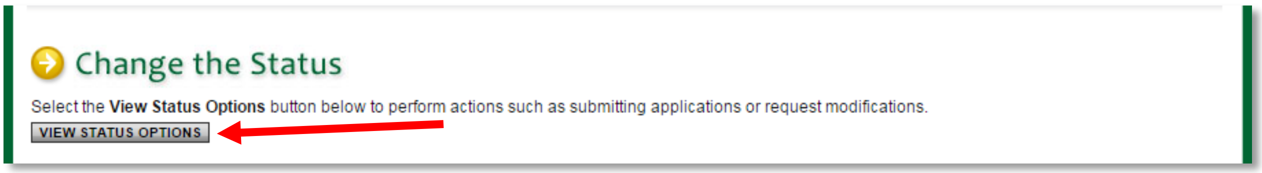
Forms

Status	Page Name	Note	Created By	Last Modified By
	Internal Notes Report			
Applicant Information				
	Applicant Information		Ms. Kimberly Baker 6/2/2015 2:32:14 PM	
	Brief History of Applicant Business		Ms. Kimberly Baker 6/2/2015 2:33:26 PM	
	Project Description		Ms. Kimberly Baker 6/2/2015 2:34:37 PM	
	Corporate Structure		Ms. Kimberly Baker 6/2/2015 2:35:32 PM	
	Multiple Entity Relationship		Ms. Kimberly Baker 6/2/2015 2:36:07 PM	
	But For		Ms. Kimberly Baker 6/2/2015 2:38:29 PM	
	Municipal Property Tax Stabilization Incentive (OPTIONAL, see instructions)			
Guidelines				
	Guideline 1: Part 1 - Employment Profile		Ms. Kimberly Baker 6/2/2015 2:43:32 PM	Ms. Kimberly Baker 6/5/2015 11:24:49 AM
	Guideline 1: Part 2 - Vermont Locations		Ms. Kimberly Baker 6/2/2015 2:44:18 PM	
	Guideline 2: Part 1 - Current Employment		Ms. Kimberly Baker 6/2/2015 2:46:24 PM	Ms. Kimberly Baker 6/5/2015 11:26:17 AM
	Guideline 2: Part 2 - Employee Benefits		Ms. Kimberly Baker 6/2/2015 2:47:46 PM	
	Guideline 2: Part 3 - Benefits Ratios and Training Opportunities		Ms. Kimberly Baker 6/2/2015 2:49:41 PM	
	Guideline 3: Fiscal Impact		Ms. Kimberly Baker 6/2/2015 2:50:50 PM	
	Guideline 4: Plan and Permit Conformance		Ms. Kimberly Baker 6/2/2015 2:52:14 PM	
	Guideline 5: Vermont Resource Impacts		Ms. Kimberly Baker 6/2/2015 2:53:42 PM	Ms. Kimberly Baker 6/2/2015 2:53:50 PM
	Guideline 6: Part 1 - Vermont Natural Resources Utilized		Ms. Kimberly Baker 6/2/2015 2:55:07 PM	

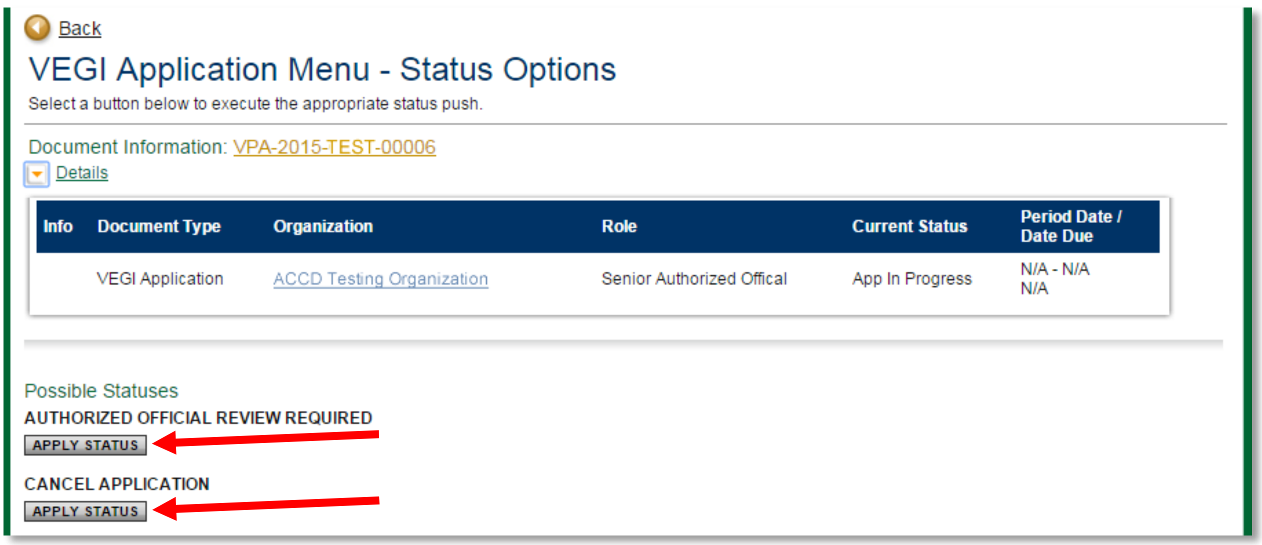
6.e. Change the Status

The appropriate company user changes the status of the application to push the application to the next status level. To view the available status options, click the

'View Status Options' button.

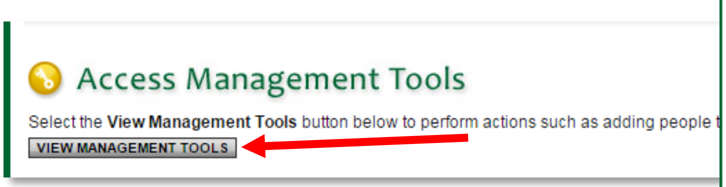


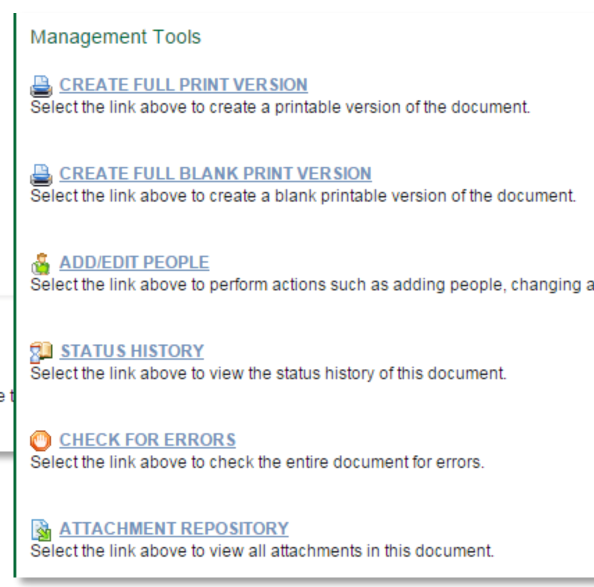
Only users with the ability to move the application to the next status will see the Possible Statuses options. To change the application status, click the 'Apply Status' button under the status to which you wish to advance the application.



6.f. Access Management Tools

The Access Management Tools section allows an applicant user the ability 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.





7. VEGI Application Form Completion

All required forms in the Forms section of the Application Menu must be completed before the application can be certified and authorized by the AO and SAO and submitted. There are five application nodes in the application, each with several forms. Some of the forms require multiple pages of data entry. The following list indicates the Nodes, Forms in each node, and whether the form requires or allows for multiple entries:

APPLICANT INFORMATION SECTION:

- Applicant Information Form (Multiple Pages Allowed)
- Brief History of Applicant Business Form
- Project Description Form
- Corporate Structure Form
- Multiple Entity Relationship Form
- But For Statement Form
- Property Tax Stabilization Form (Optional)

PROGRAM GUIDELINES SECTION:

- Guideline 1, Part 1- Employment Profile Form
- Guideline 1, Part 2 - Vermont Locations Form
- Guideline 2, Part 1- Current Employment Form (Multiple Pages Allowed)
- Guideline 2, Part 2 – Benefits Form (Multiple Pages Allowed)
- Guideline 2, Part 3 - Benefits Ratio and Training Opportunities Form
- Guideline 3 - Fiscal Impact Form
- Guideline 4 - Plan and Permit Conformance Form
- Guideline 5 - Vermont Resource Impact Form
- Guideline 6, Part 1 - Vermont Natural Resource Utilization Form
- Guideline 6, Part 2 - Business Relationships Form (Multiple Pages Allowed)
- Guideline 7, Part 1- Charitable Donations Form (Multiple Pages Allowed)
- Guideline 7, Part 2 - Volunteer Policies and Other Activities Form
- Guideline 8 - Infrastructure Requirements for Project Form
- Guideline 9 - Limited Local Market Form

PROJECT DATA SECTION:

- Data Part 1: Data as of Activity Commencement Date Form
- Data Part 2: Historic and Projected Data Form (***Multiple Pages Required***)
- Data Part 3: Breakdown of Qualifying Job Creation

ATTACHMENTS SECTION:

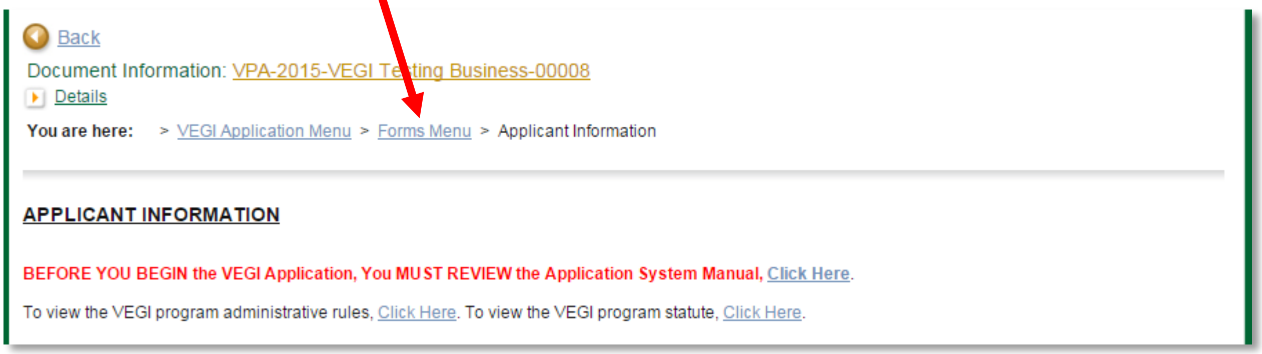
- Attachments Form

AUTHORIZATIONS AND CERTIFICATIONS SECTION:

- Authorizations and Certifications – Authorizing Official Form
- Authorizations and Certifications – Senior Authorizing Official Form

7.a. Form Navigation

You can click the 'Forms Menu' link to return to the main forms menu from any form you are on in the application:



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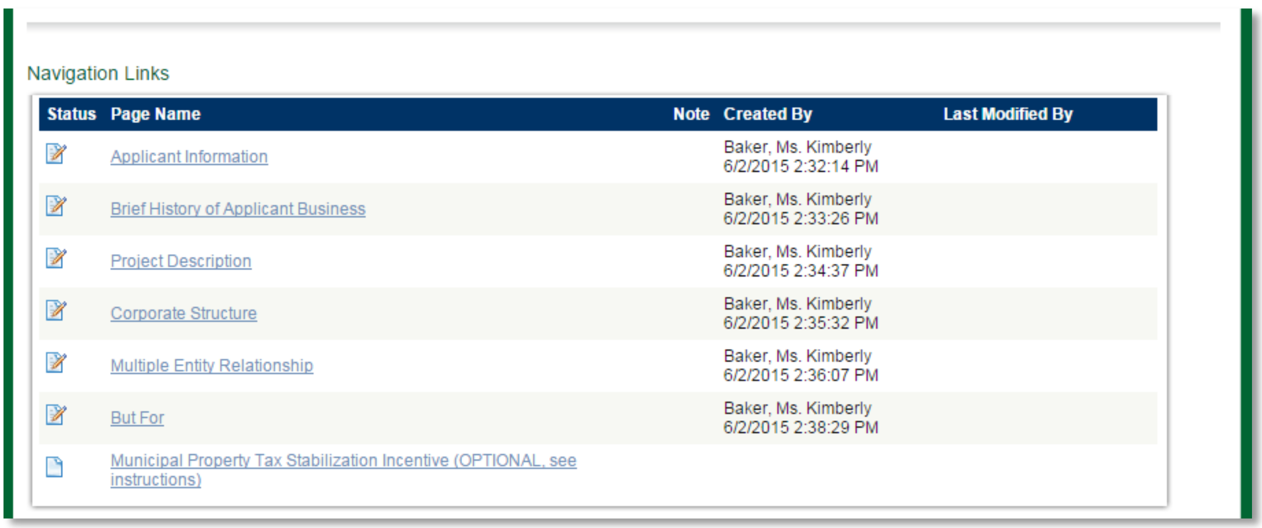
Document Information: VPA-2015-VEGI Testing Business-00008
Details
You are here: > VEGI Application Menu > Forms Menu > Applicant Information

APPLICANT INFORMATION

BEFORE YOU BEGIN the VEGI Application, You MUST REVIEW the Application System Manual, Click Here.

To view the VEGI program administrative rules, Click Here. To view the VEGI program statute, Click Here.

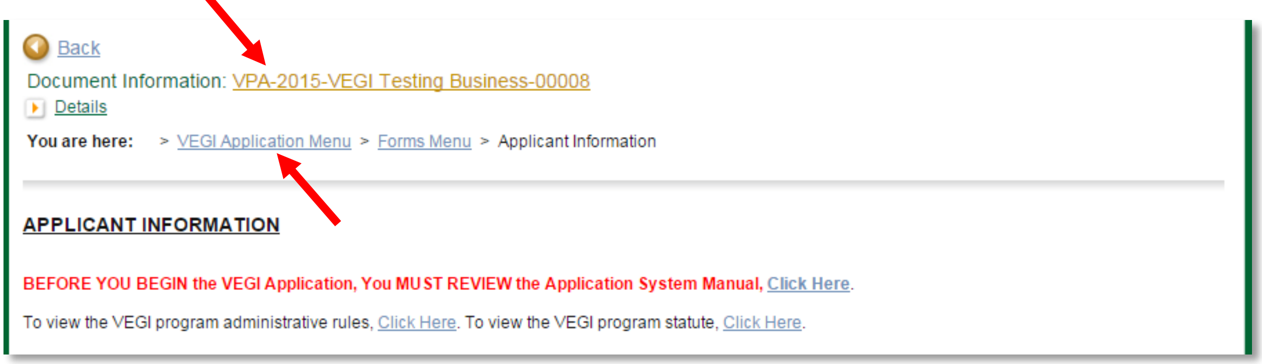
You can also navigate to other forms in the same section by using the Navigation Links at the bottom of a form:



Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	Applicant Information		Baker, Ms. Kimberly 6/2/2015 2:32:14 PM	
	Brief History of Applicant Business		Baker, Ms. Kimberly 6/2/2015 2:33:26 PM	
	Project Description		Baker, Ms. Kimberly 6/2/2015 2:34:37 PM	
	Corporate Structure		Baker, Ms. Kimberly 6/2/2015 2:35:32 PM	
	Multiple Entity Relationship		Baker, Ms. Kimberly 6/2/2015 2:36:07 PM	
	But For		Baker, Ms. Kimberly 6/2/2015 2:38:29 PM	
	Municipal Property Tax Stabilization Incentive (OPTIONAL, see instructions)			

You can always get back to the main application menu by selecting <u>either</u> the Document Information link or the 'VEGI Application Menu' link:



Back
Document Information: VPA-2015-VEGI Testing Business-00008
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You are here: > VEGI Application Menu > Forms Menu > Applicant Information

APPLICANT INFORMATION

BEFORE YOU BEGIN the VEGI Application, You MUST REVIEW the Application System Manual, Click Here.

To view the VEGI program administrative rules, Click Here. To view the VEGI program statute, Click Here.

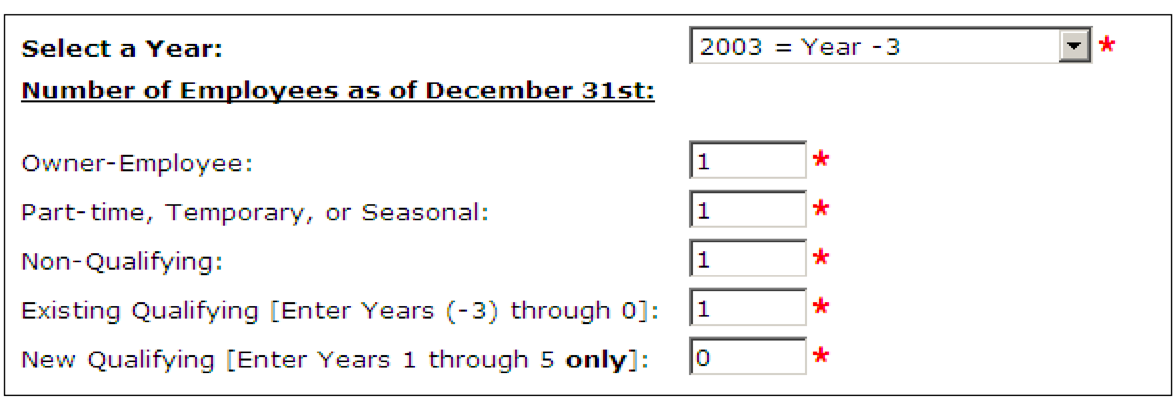
7.b. Form Completion

When filling out the application forms, it is suggested that you first complete all of those fields for which you have information. Then get the remaining information from the appropriate sources within your company and go back in to complete the forms.

Keep the following guidelines in mind at all times:

- Whenever you enter information or data, 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 if nothing is entered.
- Click on 'SAVE' to save each form as it is completed.
- Click on 'SAVE' to save any attachments after you browse and upload the attachment. If you leave a form without clicking save the upload ***will not*** be saved.
- Some fields do not require data entry, but instead auto-calculate. Click on 'SAVE' to get these fields to calculate.
- Fields followed by red asterisks are ***required*** fields (see example below). If they are not completed, you will get a red warning for that form and application submittal will not be allowed.
- 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, you can attach a supplemental document in the 'Attachments' section. Indicate on 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.

Sample required fields:


Select a Year: 2003 = Year -3 *

Number of Employees as of December 31st:

Owner-Employee: 1 *

Part-time, Temporary, or Seasonal: 1 *

Non-Qualifying: 1 *

Existing Qualifying [Enter Years (-3) through 0]: 1 *

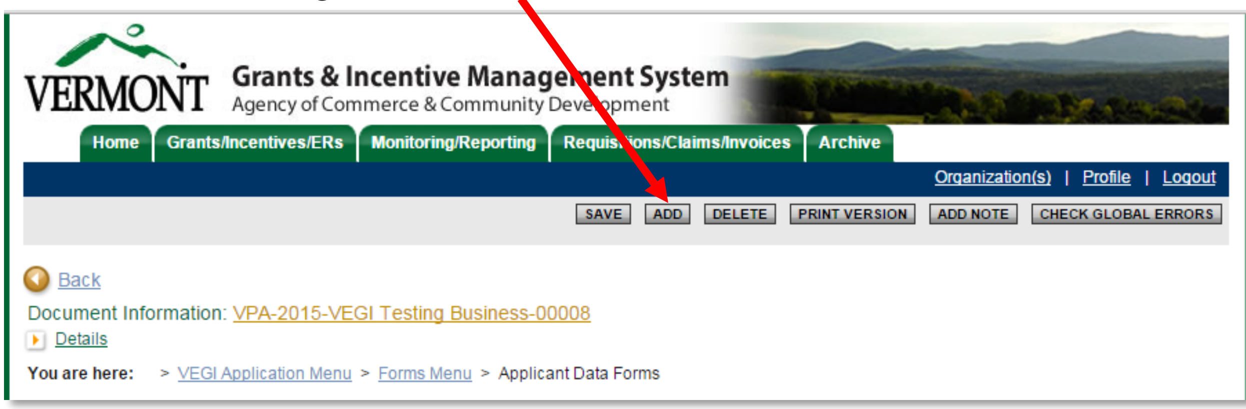
New Qualifying [Enter Years 1 through 5 **only**]: 0 *

7.c. Multiple Page Forms

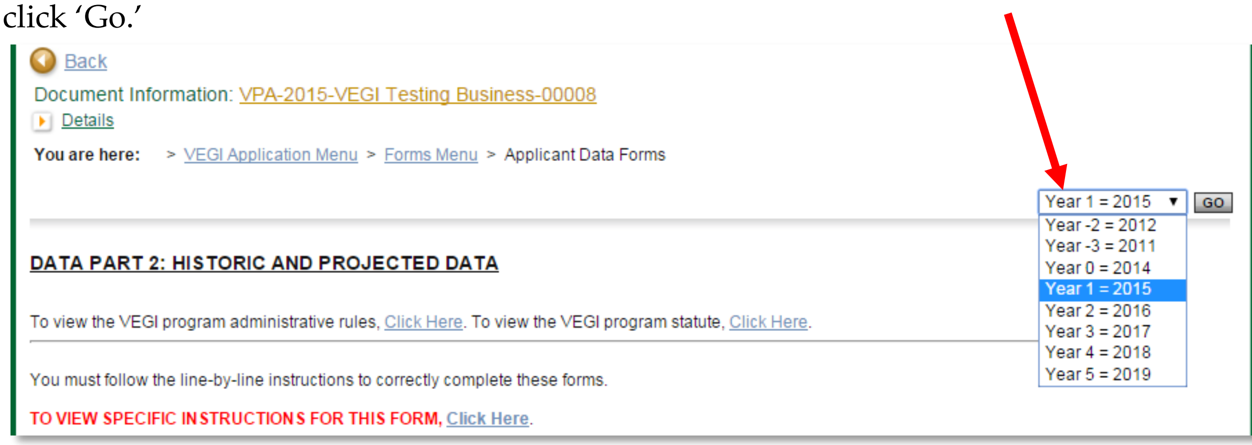
Some forms ***allow***, and some forms ***require***, multiple pages of the same form to be completed. Whether you need to file the optional multiple forms depends on the circumstances of your company or project and the amount of data or information you need to provide for the particular form. The form **DATA PART 2- HISTORIC AND PROJECTED DATA** ***requires*** multiple pages to be completed – one for each year of data provided.

To enter multiple pages of a form, follow the line-by-line instructions for that form, but generally for multiple page forms:

- Enter the data/information required for the form.
- Click 'Save'
- *Click 'ADD'* (**Don't forget to click 'ADD'**!!)



- Enter next set of data or information for the form
- Click 'Save'
- Click 'ADD'
- Enter data/info
- Repeat as many times as required.
- To view the pages you have created for any multiple page form, click on the drop down menu at the ***top right corner*** of the page, select the year or page to view and click 'Go.'



Any form that has an 'ADD' button allows you to have multiple instances of that form.

7.d. Automatic Calculations

When possible, the ***VEGI Application & Claim System*** will automatically calculate totals for you. The 'Data Part 3: Breakdown of Qualifying Job Creation' is a good example of this. When the page is saved the system will use the values that you have entered from the top section of the page and populate the table below 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.

JOB CATEGORY	AVG ANNUAL SALARY/WAGE	2007	2008	2009	2010	2011	
Support Staff *	$1.00 *	1 *	1 *	1 *	1 *	1 *	
Engineers	$1.00	1	1	1	1	1	
Legal Staff	$1.00	1	1	1	1	1	
Production Assistants	$1.00	1	1	1	1	1	
Scientists	$1.00	1	1	1	1	1	
	Jobs Totals:	5	5	5	5	5	25
	Estimated Hiring by Quarter:	1	1	1	1	1	
Average Wage All Job Categories:	$1						

	2007	2008	2009	2010	2011
Support Staff	$1	$1	$1	$1	$1
Engineers	$1	$1	$1	$1	$1
Legal Staff	$1	$1	$1	$1	$1
Production Assistants	$1	$1	$1	$1	$1
Scientists	$1	$1	$1	$1	$1
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
Totals:	$5	$5	$5	$5	$5
Total Payroll:	$25				
Weighted Average Wage:	$1				

7.e. Pre-populated Form Fields

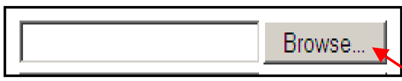
Where possible the ***VEGI Application & Claim System*** will pre-populate data entered in previous sections of the application. A good example of this is located in 'Data Part 3: Breakdown of Qualifying Job Creation' (pictured above) The system will automatically populate the values entered in the upper half of the page to the lower half of the page where the wage calculations are done.

7.f. Uploading Attachments

For some forms, further documentation or information in addition to the application question may be required. In those situations, a file upload field will be provided to allow you to upload a file from your computer. To upload a file, you must first have the file on your computer. This may require that you download the file from your email, another location, or scan and save the file to your computer.

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, or any number of uploads that add up to 20MB, per save click.

Before Upload:

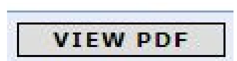


To upload a file, click the 'Browse' button on the form, browse your computer to the folder that contains the file you would like to upload and either double-click the file or click the file and then click the 'Open' button. You must then click the 'SAVE' button on the form to save the uploaded file.

After Upload:

To delete an uploaded document, click the 'delete' box and click the 'SAVE' button at the top or bottom of the form.

7.g. Printable Versions



On any page you can choose 'Print' from your browser tool bar to print the page, but a better printing option exists. For many pages a 'View PDF' button will be available after the form has been saved that will automatically create a PDF for you with the information you have entered on the form. These dynamic PDFs can be printed, or saved to your computer for reference.

Additionally, the entire application can be viewed in PDF format by clicking on the view PDF link in the Management Activities section on the Main Menu.

8. Certifying/Authorizing and Submitting the Application

8.a. Certifying and Authorizing the Application

Before an application can be submitted, the Authorized Official and Senior Authorizing Official must each, in sequence, complete a certification and authorization form.

Once the person assigned to complete the application (usually the ***Administrator*** or ***Authorizing Official***) has completed the application forms, that person, even if it is the application's ***Authorizing Official,*** must click on 'VEGI Application Menu' (see Section 7a for screen shot) at the top of the form. When the screen changes to the Application Main Menu, look for the **Change the Status** section (see Section 6e for screen shots). Click on the 'View Status Options' button, then click the 'Apply Status' button under the AUTHORIZED OFFICAL REVIEW REQUIRED status. The application is then only available to the ***Authorizing Official*** (AO). After the AO completes the **AUTHORIZATION AND CERTIFICATION – AO** form, and changes the application status, the application will only be available to the Senior Authorizing Official (SAO).

Only the company representatives registered with VEPC on the ***VEGI Application and Claim System*** as the Authorizing Official (AO) and Senior Authorizing Official (SAO) may complete these forms. Designees must not complete this form.

Note that the following steps cannot be taken simultaneously by the AO and SAO. The application ***Authorizing Official*** must complete review and certification/authorization, ***then*** make the application available for the ***Senior Authorizing Official*** for review and certification/authorization by changing the application status.

The AO will receive an automatic email from the application system informing the AO that the application is ready for review and certification. The AO must:

- Log onto the system, review the entire application to ensure it is complete and correct.
- Click on the 'View Forms' button under 'View, Edit and Complete Forms' (see Section 6d for screen shot), then click on the form **AUTHORIZATIONS AND CERTIFICATIONS (AUTHORIZING OFFICIAL ONLY).**
- When it opens, ***read*** and check off the authorizations and certifications contained on the Authorizing Official Certification Form.
- Click 'SAVE'
- Then, click on 'VEGI Application Menu' link at the top of the page (see Section 7a for screen shot) to return to the main application menu.

- Under the **Change the Status** section on the main application menu (see Section 6e for screen shots). Click on the 'View Status Options' button, then click the 'Apply Status' button under the SENIOR AUTHORIZED OFFICIAL REVIEW REQUIRED status, which then makes the application available to only the ***Senior Authorizing Official*** (SAO) for review and certification/authorization.

The SAO will receive an automatic email from the application system informing the SAO that the application is ready for review and certification. The SAO must:

- Log onto the system, review the entire application to ensure it is complete and correct.
- Click on the 'View Forms' button under 'View, Edit and Complete Forms' (see Section 6d for screen shot), then click on the form **AUTHORIZATIONS AND CERTIFICATIONS (SENIOR AUTHORIZING OFFICIAL ONLY).**
- When it opens, ***read*** and check off the authorizations and certifications contained on the Senior Authorizing Official Certification Form.
- Click 'SAVE'

AUTHORIZING OFFICIALS AND SENIOR AUTHORIZING OFFICIALS TAKE NOTICE!!

By clicking on the boxes next to each statement and submitting the application, the AO and SAO, as officers and representatives of the applicant company are acknowledging that they have read and agree with the following:

1. **Authorization to Share 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 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 Title 32 §5930a(h).
2. **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.
3. **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.
4. **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 is maintained or increased and Annual Performance Measures are met;

b. That installments of earned incentives can be forfeited if Annual Performance Measures are not maintained;
c. That the total amount of incentive authorized is in part based on the capital investment Annual Performance Measure included in this application and that if the ***total*** of the capital investment performance measures is not met the incentive amount 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, as 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
f. 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.

5. **Certification Regarding Employment:** I certify that in accordance with Title 32, Section 5930a(c)(1), 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 look back is waived by VEPC.

6. **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 a Letter of Good Standing from the Vermont Department of Taxes to this application.

7. **Electronic Signature Notification:** By checking all the boxes on this form ***and*** clicking 'Submit' to submit the application to VEPC, the applicant company signatories (AO and SAO) 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 Grants Management System as the

Authorizing Official (AO) or Senior Authorizing Official (SAO) for this application (and not a designee);

d. They understand by clicking each box to enter a checkmark and clicking on 'Submit' they are affixing their signature to the application and acknowledge that they are responsible for the application content.

8.b. Submitting the Application

Once the ***Senior Authorizing Official*** has completed and saved the form **AUTHORIZATIONS AND CERTIFICATIONS (SENIOR AUTHORIZING OFFICIAL ONLY),** the company Senior Authorizing Official must change the application status to 'Application Submitted':

- Under the **Change the Status** section on the main application menu (see Section 6e for screen shots). Click on the 'View Status Options' button, then click the 'Apply Status' button under the SUBMIT APPLICATION status, which then makes the application available to only VEPC staff.

If any errors exist in the application (i.e. required field not completed; required form not completed), an error messages will appear at this time in big red letters. These errors must be fixed before the application can be submitted. If no errors exist, the SAO will be prompted to confirm his or her decision to submit.

9. What Happens After the Application is Submitted?

The following steps will occur after the application is submitted. The company Administrator and/or AO should closely monitor email and promptly read and respond to any email instructions received from VEPC staff regarding the application to ensure that the application is not delayed.

- VEPC staff will review the application to ensure it is complete and accurate.
- VEPC staff will begin due diligence review of all aspects of the application.
- If the application is a Final Application and the company had employees in Vermont as of the Activity Commencement Date, VEPC and the Vermont Department of Taxes will review the Base Employment Workbook filed with the application and check the employment data against employment records on file.
- If the application is incomplete or VEPC staff has suggestions for the applicant to improve the application, VEPC staff will notify the applicant via mail AND the status of the application will be changed to 'Application Modifications Required.'
- The company Administrator or AO is required to make the modifications requested by VEPC staff and/or may make the changes suggested by VEPC staff by:
    - Logging onto the ***VEGI Application and Claim System***, and clicking on the current application.
    - Clicking on the form that requires modification.
    - Re-enter information/data.
    - Click 'SAVE.
    - Go to Main Menu, click on the drop down menu in the 'Status Management' section of the Main Menu, select 'App Modifications Submitted' and click 'Change Status.'
    - It is not required to re-complete the 'Authorization and Certification' forms to re-submit. The AO or Administrator can re-submit the revised application.
- Once the application is complete, VEPC staff will conduct a cost-benefit analysis of the application and calculate the VEGI incentive based on the data included in the application.
- VEPC staff will prepare an 'Application and Cost-Benefit Data' document for the company to review and will change the application status to 'App CBR Acceptance Required.' An email will be sent to the SAO, AO, and Administrator requiring a review of the document and an acceptance of the cost-

benefit and incentive calculation. The email will also contain details about the VEPC Board meeting at which the application will be considered.

- The company SAO, AO, or Administrator must accept the 'Application and Cost-Benefit Data' document and the incentive calculation by changing the status of the application to 'Cost Benefit Report Accepted.' ***The application cannot go before the VEPC Board for consideration until this step is completed.***
- One of the company representatives that signed the application as the SAO or AO must attend the VEPC Board meeting at which the VEGI application will be considered.
- If an Initial Application is approved, the application status will be changed to "Application Modification Required" so that the applicant can modify the application and submit as a Final Application.
- Once a Final Application is filed and considered, if an incentive is authorized, a VEGI Incentive Authorization Document will be prepared and issued to the company. VEPC staff will change the application status to 'AO Authorization Review Required'.
- The AO must review and accept the Authorization Document by changing the application status to 'SAO Authorization Review'.
- The SAO must review and accept the Authorization Document by changing the application status to 'Accept Incentive Authorization'***. VEPC staff cannot create an incentive until this step is taken.***
- VEPC will create the incentive.
- Each year, by the last day or April, the company utilizes the ***VEGI Application and Claim System*** to file an annual claim for the authorized incentive.