

Front-Line Employees Hazard Pay Grant Program

Grant Funds Spending Report Instructions

Overview

All Front-Line Employees Hazard Pay Grant Program grant awardees must report to the Vermont Agency of Human Services the amount of funding disbursed to Eligible Employees. The remaining funding, if any, must be returned to the State of Vermont as early as possible and no later than December 15th, 2020.

Using the Online Reporting Form

1. Log in to the online grant application portal located here:
<https://vermont.force.com/economicrecovery/s/>
 - *Tip: Your username was assigned to you when you first registered to start your application. It is your email address with .vtgrants added at the end. For example, if your email address is info@xyz.com, then your username is info@xyz.com.vtgrants.*
2. Select “Award” on the Dashboard. It will be to the right of your awarded Hazard Pay application information. You will now be able to complete the Grant Funds Spending Report. Only complete the Grant Funds Spending Report after you have disbursed hazard pay to Eligible Employees.
3. Enter the amount of hazard pay funding that your organization disbursed to Eligible Employees.
4. The report will calculate how much of your grant award funding must be returned to the State of Vermont. The amount that must be returned equals the amount of funding you were awarded minus the amount of funding you used to provide hazard pay to Eligible Employees.
5. **Review the data you entered to ensure it is accurate. Once you click submit, you will not be able to make a change to the entry.**
6. Click submit.
7. You will receive an email confirming that your grant funds reporting was submitted to the Vermont Agency of Human Services. This email will include information about how to return grant award funding that wasn’t disbursed to Eligible Employees. You do not need to send a mailing or check to the State of Vermont if you disbursed all of your grant funds as hazard pay to Eligible Employees.