Attachment H

Department of Environmental Conservation HHP Expense Pre-Approval Request Form

The State of Vermont Department of Environmental Conservation (DEC) requires Solid Waste Management Entities ("SWME") to submit written requests for pre-approval to purchase equipment or make facility repairs related to collection and management of household hazardous products that exceed $3,000 per item, per year, but are below $25,000 and for one operating year.

Please complete the applicable information below, sign, and submit this document to **mia.roethlein@vermont.gov** prior to submitting for reimbursement.

SWME Name:
Agreement Number:

HHW Facility or HHW Collection Events:

1. **Facility repair costs.** Eligible costs may include facility repair, renovation, or replacement costs such as for floors, foundation, driveway, roof repair, or fire alarm service repair.

   Total HHP Facility Repair Costs:
   Amount Requested for Reimbursement:
   Describe expenditure:

2. **Equipment costs.** Eligible costs may include equipment costs such as purchase, major repair/renovation/replacement of a forklift, pallet jack, or shelving.

   Total HHP Equipment (major) Operating Costs:
   Amount Requested for Reimbursement:
   Describe Expenditure:

SAMPLE

SWME Name:
Agreement Number:

_____	_____
SWME Signature	Date
_____	_____
Print Name	Signer's Title

Approval - DEC Use Only

By signing below the State hereby approves the request as defined above.

_____	_____
DEC Signature	Date
_____	_____
DEC Signer's Printed Name	DEC Signer's Title

SAMPLE

Department of Environmental Conservation
Asset Ownership, Use, and Disposition Request Form

The State of Vermont Department of Environmental Conservation (DEC) requires Grantees/Awardees/Recipients/Subrecipients (herein after called "Supplier") to submit written requests indicating the Supplier wishes to retain, change the use of, sell, transfer, encumber, or dispose of any asset purchased or furnished to the Supplier with State or Federal funds from the agreement or award.

This requirement is outlined of the original agreement/award in the Asset Ownership, Use, and Disposition clause. Federal awards are also governed by 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).[1]

For purpose of this form, "asset" shall include:

- Real property;
- Equipment with a fair market value of $10,000 or greater (per unit) at the end of the agreement/award term;
- Unused supplies with a fair market value of $10,000 at the end of period performance;
- Other types of tangible and intangible property.

Please complete the applicable information below, sign, and submit this document to ANR.DECFederal@vermont.gov. Each asset requires a separate form to be submitted.

This request will be reviewed and specific instructions will be provided based on the nature of your request. Additional information may be required by DEC. You will be provided with a signed copy of this form upon approval that must be retained along with any instructions in your official grant file.

Complete the table and sign below to request for the asset being **retained** at the end of the agreement/award term:

Ownership:

Supplier:	
Agreement/Award #:	
Asset Name/Type:	
Date of Purchase:	
Original Cost of Asset:	$
Description of Asset and Use:	

SAMPLE

[1] Note that for federal awards, some asset categories may only be approved for a change in use, encumbrance, or disposition when that asset is no longer needed for the originally authorized purpose or for the project or program for which it was originally acquired.

_____ _____

Supplier Signature Date

_____ _____

Print Name Signer's Title

Ownership - DEC Financial Operations Use Only

By signing below the State hereby grants your above request to retain the asset and as outlined in the original agreement.

_____ _____

DEC Signature Date

_____ _____

DEC Signer's Printed Name DEC Signer's Title

Complete the table and sign below to request for the asset to be **disposed, sold, change use, transferred, or otherwise encumbered**:

Disposition/Sale/Use/Transfer/Other:

This request is for (select one): ☐ Disposition ☐ Sale ☐ Change Use ☐ Transferred ☐ Other

Asset Estimated Current Market Value:	$
Estimated Total Sale Price: (If requesting to sell)	$
Additional Details: (Use this box to detail the requested change in use, transfer details, other, etc.; as applicable)	

SAMPLE

_____ _____

Supplier Signature Date

_____ _____

Print Name Signer's Title

Disposition/Other - DEC Financial Operations Use Only

Amount Owner Received from Sale of Asset (If applicable):	$
Amount Owed to the State:	$

By signing below the State hereby grants your request refenced above.

_____ _____

DEC Signature Date

_____ _____

DEC Signer's Printed Name DEC Signer's Title

SAMPLE

Attachment J

Guide to HHP EPR Application Submission

Background

The HHP EPR SWME Reimbursement Program application process will use the ANR Online platform for submission. This document provides instructions for how to complete the application process utilizing the "Household Hazardous Waste (HHW) Extended Producer Responsibility (EPR) with Solid Waste Management Entities (SWMEs) Application" form found in ANR Online.

Pre-award Eligibility Documents

Two tasks need to be completed prior to beginning the ANR Online form.

1. **Act 154 Good Standing Certification**
   A. A signed **Certificate of Good Standing** (found here: https://finance.vermont.gov/content/grant-information-and-support under "Grantee Forms" select "Act 154 Good Standing Certification"). This document must be filled out for new agreements.

2. **Annual Risk Questionnaire**
   A. Applicants must confirm that an **Annual Risk Questionnaire** (ARQ) has been submitted to the Department of Finance and Management (DFM) within the last twelve months.
   B. The State has standardized the risk assessment process. Instead of Suppliers submitting risk questionnaires to various agency and department granting programs, a statewide ARQ has been created. This new procedure became effective July 1, 2026.
   C. If an Applicant has not submitted a DFM ARQ since the new procedure was launched in July, please visit the following site Annual Risk Questionnaire (https://forms.cloud.microsoft/pages/responsepage.aspx?id=O5O0IK26PEOcAnDtzHVZxtpLKJiICIVMpu5IvkMyX39UNlk4NTZUWUExWVBYU1JKN0tJVEoyMFFNTy4u&route=shorturl).
   D. To complete the form, you must enter your organization's State of Vermont Supplier Number. This is a 10-digit number that includes leading zeros; leading zeros will not show up in Microsoft Forms. A Supplier Number is NOT your Tax EIN. If you do not know your VISION ID, it can be found on the Part 1 (Grant Details Summary page) of a previous grant or in the table below.

Table 1. Supplier VISION IDs

#	Grantee	VISION ID
1	Addison County Solid Waste Management District	0000003829
2	Barton Town Treasurer	0000040370
3	Bennington County Regional Commission	0000419980
4	Burke Town Treasurer	0000040044
5	Canaan Town Treasurer	0000040187
6	Central Vermont Solid Waste Management	0000002344
7	Chittenden Solid Waste District	0000002299

8	Coventry Town Treasurer	0000040379
9	Fairfax Town Treasurer	0000040220
10	Greater Upper Valley Solid Waste Management District	0000006411
11	Lamoille Regional Solid Waste Management District	0000003685
12	Lemington Town Treasurer	0000040199
13	Londonderry Town Treasurer	0000040643
14	Town of Lowell	0000040410
15	Mad River Resource Management Alliance	0000001888
16	Newport City Treasurer	0000040414
17	Northeast Kingdom Waste Management District	0000006619
18	Northwest Vermont Solid Waste	0000002778
19	Randolph Town Treasurer	0000040346
20	Rutland County Solid Waste District	0000001781
21	Solid Waste Alliance Communities	0000003645
22	Southern Windsor / Windham Counties Solid Waste Management District	0000043336
23	Town of Hartford	0000040704
24	Town of Royalton	0000040737
25	Town of St Johnsbury	0000040069
26	Whitingham Town Treasurer	0000040676
27	Windham Solid Waste Management District	0000052592
28	Winhall Town Treasurer	0000040034

Accessing the Application

A. ANR Online can be accessed through a web browser at https://anronline.vermont.gov/.
B. Log in to ANR Online using the username and password you used to register for ANR Online.
   - This would be the same username and password used to access ANR Online to submit payment requests for other DEC agreements.
C. Once successfully logged in, proceed to the next step to locate the application.

Locating the Application

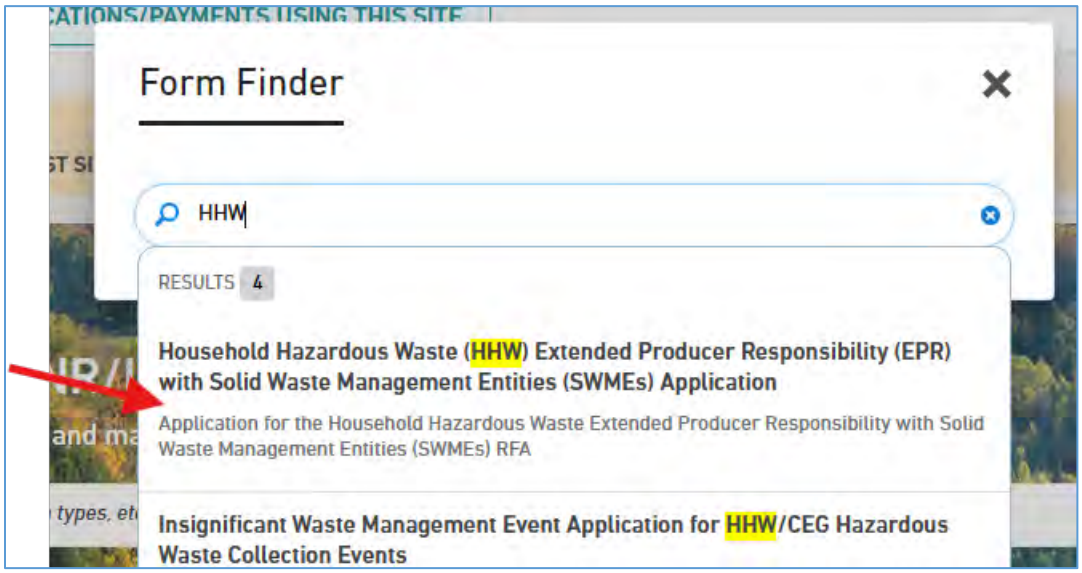
I. Below is a link that will take you directly to the form after logging into ANR Online. For your convenience, we highly encourage using this direct link.

https://anronline.vermont.gov/?formtag=AID_SWMEs

II. If you're having trouble using the direct link, follow the steps below to manually locate the SWIP application form in ANR Online

A. Click in the search bar below "Form Search".

B. Type in “HHW” or “SWME”. The form title “Household Hazardous Waste (HHW) Extended Producer Responsibility (EPR) with Solid Waste Management Entities (SWMEs) Application” will appear.



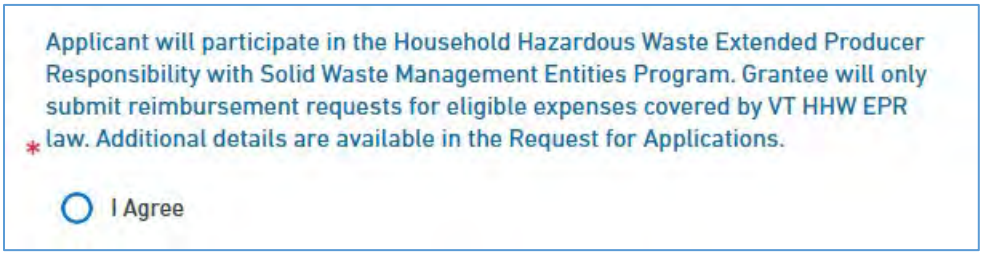
C. Click on “Household Hazardous Waste (HHW) Extended Producer Responsibility (EPR) with Solid Waste Management Entities (SWMEs) Application” to begin the application process.

Application Entry

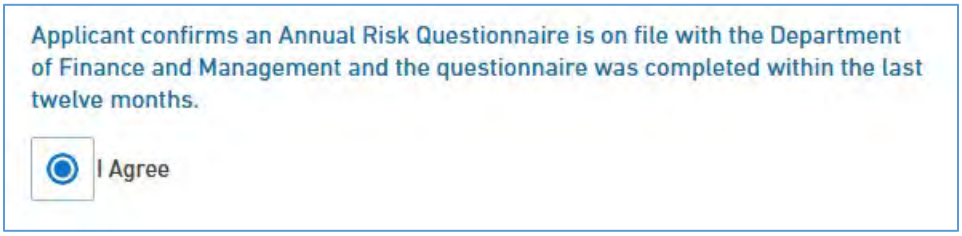
A. Click “Begin Form Entry” to open a new application submission.
B. Select the name of your organization from the dropdown.



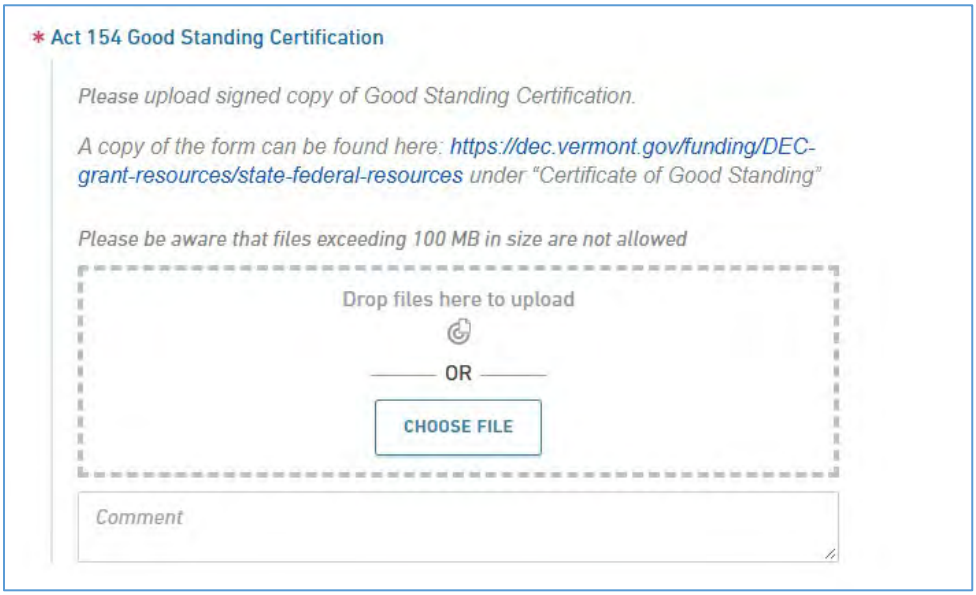
C. Fill in the Main Point of Contact’s Information (the primary individual the State will communicate with regarding general information about the grant).
D. Fill in the Organization’s Authorized Signer (the individual who signs legal documents on behalf of the organization).
E. The first statement is to opt into the reimbursement program. Please select “I Agree” to participate in the program.



F. The second statement is to confirm an ARQ has been submitted to DFM. Please select "I Agree".



G. The last section is for uploading the completed and signed Good Standing Certification.



H. The file can be drag and dropped in the square or you can select "Choose File" to open file explorer/finder to select the file and upload the file.

I. Lastly, select "Next Section - Review" at the bottom of the page.

Review and Submit the Application

A. The "Review" section provides a final overview of the information being submitted.

B. Review the information and confirm the information is correct by clicking "Certify & Submit" located at the bottom of the page.
   - If any of the information is incorrect, return to the previous section by pressing the "back" button in your browser or selecting the "SWME Application" section located in the column on the left side of the webpage. Proceed with following the relevant steps in the "Application Entry" section above.

C. Click "Submit Form" to submit the application to participate in the program.

D. The Email address associated with the ANR Online account that is making the submission will receive a confirmation email.