VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Request for Applications

Household Hazardous Products Extended Producer Responsibility with Solid Waste Management Entities (SWMEs)

Release Date: **November 6, 2026**
Applicant Conference: **November 10, 2026, 10:00am EST**
An Applicant Conference will be held remotely via Microsoft Teams utilizing the meeting information provided below. Interested SWMEs are encouraged to attend.
HHP EPR SWME Conference
https://teams.microsoft.com/meet/2311636690492252?p=1z79qizzgQ6Ca971IG
Meeting ID: 231 163 669 049 225 2, **Passcode:** Vg7et6xj
Join via Phone: 1 802-828-7667, **Passcode/Conference ID:** 501 492 675#
Questions Due: **November 16, 2026, 12:00 pm EST**
All questions are required to be submitted electronically via email to Renee Pszyk at ANR.DECGrantsContracts@vermont.gov using the subject line "HHP EPR RFA Questions".
Responses: **November 17, 2026, 4:00 pm EST**
Responses to questions are anticipated to be posted as an addendum to the RFA in Vermont Bid Board by this date and time.
Applications Due: **November 19, 2026, 4:00 pm EST**
All applications must be submitted electronically via email to Renee Pszyk at ANR.DECGrantsContracts@vermont.gov using the subject line "HHP EPR RFA Application".
Bid Opening: **November 20, 2026 12:00 pm EST**
Applications are anticipated to be opened by this date and time.
Notification: **November 21, 2026**
Applications preliminarily accepted by the State are anticipated to be notified by this date.

1. Contact for Applications

Renee Pszyk, Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC), Administration and Innovation Division (AID), (802) 522-7548
ANR.DECGrantsContracts@vermont.gov

The Department of Environmental Conservation (hereinafter called "State") will make no attempt to contact Supplier (hereinafter the term "Supplier" is used in reference to the entity that may provide an application to receive funding for the award) with updated information. It is the responsibility of each Supplier to periodically check https://www.vermontbusinessregistry.com for any and all notifications, releases, and amendments associated with the Request for Application.

If you speak a language not listed on the website below or require additional help, the State of Vermont offers free language assistance services. Please reach out to ANR at 802-636-7266 for additional support. The State of Vermont contracts with several Translation Services

organizations. For more information visit https://anr.vermont.gov/special-topics/equity-and-accessibility/language-services

If you require assistance with technology, access, or have other issues with being able to complete your application, reach out to the contact person identified above.

2. Introduction and Purpose

A. For more than 30 years, Vermont law has required municipalities to offer collection of household hazardous products (HHP) and the costs have grown significantly. The Vermont HHP Extended Producer Responsibility (EPR) law (10 V.S.A. Chapter 164B) requires manufacturers of certain toxic forms of solid waste (covered household hazardous products) to help cover costs for end-of-life management of these products. The EPR law requires, in part, that manufacturers of covered products register with the State of Vermont's Agency of Natural Resources, Department of Environmental Conservation (the State or DEC) and form a stewardship organization to implement the obligations under the law. As of the release date of this RFA, no such stewardship organization has formed, requiring the State to adopt and administer a plan.

B. The State is now seeking applications from the 28 Solid Waste Management Entities (SWMEs) who have an approved Solid Waste Implementation Plan for the reimbursement of 41% of HHP collection costs. Up to $1,500,000 total is available to SWMEs for a portion of costs incurred.

C. All costs incurred must happen between January 1, 2027 and December 31, 2027. Specific eligible costs are indicated in the section below. The State will monitor Supplier's activities and performance in order to detect and prevent problems, and to ensure compliance with grant agreement terms and granting agency requirements.

3. Eligible Costs

This grant is only for reimbursement for municipal costs relating to household hazardous products as defined by the VT HHP EPR law.

41% of HHW costs only are eligible for reimbursement.

These HHW costs are solely from the HHW operating budget, supplies, etc. Do not include any non HHW costs such as recycling and other facility operation when calculating the 41%.

A. Collection costs that are **covered and eligible** for reimbursement without pre-approval include the following:
   1. **Labor costs.** Staff hourly rate and contractor labor costs, benefits, medical monitoring programs, and any required professional training such as OSHA/HAZWOPER, DOT, and RCRA Training.
   2. **Collection Event costs.** Contractor labor costs, set-up fees, environmental service fees, insurance fees, event supplies including personal protective equipment, office supplies, uniforms, packing materials, drums, cubic yard boxes, trash disposal, and toilet rental, and traffic sheriff costs if required.

3. **Disposal costs.** Collection and transport costs, meaning how much it costs for a HHP contractor to collect and ship HHP/Very Small Quantity Generator (VSQG) materials from your facility or event for safe management, including costs to incinerate/dispose/recycle the collected products.
4. **Outreach and Education costs.** Newsletters, ads in newspapers, radio, Front Porch Forum, etc. to advertise and inform the public of your HHP/VSQG services and events.
5. **Facility operating costs**. Taxes, insurance, utilities such as electricity, water/sewer, telecommunications (including phone and internet), trash/recycling, groundskeeping (including snow removal and mowing), heating/cooling, fuel, fire alarm maintenance, gas sensor testing, fire system certification and regular maintenance of these systems. Also included are rover event collection costs including driver/staff time, fuel, insurance, and fleet maintenance. **Facility operating costs do not include mortgage and lease costs.**
6. **Materials and Supplies costs.** Eligible materials and supplies include items such as cubic yard boxes, 55-gallon drums, packing materials, office supplies, uniforms, and personal protective equipment.
7. **Equipment costs.** Eligible equipment costs include tools, carts, and regular equipment maintenance.

B. HHP costs not included in Subsection A above that exceed $3,000 per item, per year, but are below $25,000 per item, per year, must seek pre-approval from the State. Such costs may include the following:
   1. **Facility repair costs.** Seek prior approval for any facility repair, renovation, or replacement costs such as for floors, foundation, driveway, roof repair, or fire alarm service repair.
   2. **Equipment costs.** Seek prior approval for equipment costs such as purchase, major repair/renovation/replacement of a forklift, pallet jack, or shelving.

C. HHP costs not included in Subsection A above that exceed $25,000 per item, per year, are **not eligible** for reimbursement.

4. Scope of Work

The Supplier shall:

A. General Requirements.
   1. Meet all requirements of federal and state law and the VT HHP EPR Collection Plan (https://dec.vermont.gov/sites/dec/files/documents/2026.10.29_Agency.Collection.Plan_.HHP_.pdf) in order to be eligible for cost reimbursement.
   2. commit to providing free and accessible opportunities for the collection of covered household hazardous products, including orphan covered products, from all covered entities within their capacity limits.
   3. commit to providing required documentation of reimbursable costs and retaining records/documentation for three years.
   4. Suppliers that collect fees shall document how they assess fees for non-covered products, keep records of fees collected with respect to non-covered products, and provide this documentation to the Agency upon request.

B. Milestone 1: Track HHP collection costs for Period 1

1. Submit documentation of all eligible activities that occurred during reimbursement period 1 (January 1-June 30). Details on expense eligibility are found in Section 4: Expense Eligibility Guidance.
    a. Deliverables: Period 1 Summary Report
    b. Due Date: August 31st, annually

C. Milestone 2: Track HHP collection costs for Period 2
    1. Submit documentation of all eligible activities that occurred during reimbursement period 2 (July 1-December 31). Details on expense eligibility are found in Section 4: Expense Eligibility Guidance.
        a. Deliverables: Period 2 Summary Report
        b. Due Date: January 31st, annually

D. Summary Report Details – The summary report shall include copies of items such as invoices and receipts for contractors, service providers, materials, and supplies and equipment costs, general ledger entries for salaries, health insurance, retirement contributions, workers' comp, and payroll taxes, utilities, facilities operations and maintenance and training.

5. Funding Allocation and Method of Payment

A. Funding for the RFA is available from manufacturers of “covered household hazardous products” that pay into the State’s Household Hazardous Products EPR Revenue fund.
B. Suppliers will be reimbursed for **up to 41%** of the eligible HHP collection costs.
C. The State will reimburse municipalities from funds collected from manufacturer fees pursuant to the HHP EPR Law. If funds collected from manufacturers are insufficient to cover the costs incurred, the State will pursue manufacturer compliance with the HHP EPR Law.
D. The State is not obligated to reimburse municipalities an amount greater than what has been collected from manufacturers’ fees.
E. The State will reimburse municipalities biannually (two times per year), to the extent funds are available.
    1. Period 2 reimbursement requests must be received within 30 days after the deliverables due date or they may not be reimbursed.
F. Payment is contingent upon available funding. All payments will be made in accordance with “Attachment B Payment Provisions”, as outlined in the agreement between the State and the Supplier.

6. Application Submissions

A. All applications must be submitted through ANROnline: https://anronline.vermont.gov/

B. Detailed instructions for submitting the application can be found in RFA Attachment J Guide to HHP EPR Application Submission.

C. Applications must include a signed **Certificate of Good Standing** (found here: https://dec.vermont.gov/funding/DEC-grant-resources/state-federal-resources under “Certificate of Good Standing”).

D. Applicants must confirm that an **Annual Risk Questionnaire** has been submitted to the Department of Finance and Management within the last twelve months.

E. Applications must include a Negotiated Indirect Cost Rate Agreement (NICRA) or Vermont Indirect Cost Rate Agreement (VICRA), if applicable.

7. Eligibility

A. Pursuant to 10 V.S.A. § 7183(b)(1)(B), the Agency will offer all Vermont municipal Solid Waste Management Entity (SWME) HHP collection programs (facilities and events) the option to be a part of the HHP EPR Collection Plan and Program by signing a grant agreement with the Agency. Applications will only be accepted from the 28 Vermont SWMEs found here: https://dec.vermont.gov/waste-management/solid/contact-your-waste-district-or-town

B. Conflicts of Interest
   1. Supplier shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest as stated in Attachment C Standard State Provisions for Contracts and Grants found at https://bgs.vermont.gov/purchasing-contracting/forms.
   2. A current Vermont state employee responding to this RFA as a sole proprietor or owner of another form of business must obtain a waiver from the Vermont Department of Human Resources prior to entering into a grant agreement with the State.

8. Reservation of State's Rights

A. The State reserves the right:
   1. To accept or reject any and all applications, in whole or in part, with or without cause in the best interest of the State
   2. Waive technicalities in submissions
      a. A technicality is a minor deviation from the requirements of an RFA that does not impact the substantive terms of the RFA and can be considered without a material impact on the RFA process, etc. (i.e., a late application is not considered a technicality)
   3. To obtain clarification or additional information

9. Procurement

A. SWMEs must maintain written procedures for procurement transactions. Any equipment, supplies, and/or services procured will need to be obtained per the SWMEs' procurement or purchasing policy.

10. Insurance

A. Suppliers responding to this RFA should be aware that they will need to agree to the State of Vermont Standard State Provisions for Contracts and Grants (Attachment C) in order to execute an agreement for this project.

B. Special care should be paid to Workers' Compensation coverage for out-of-state Suppliers. Vermont statute requires insurance carriers be specifically licensed to write Workers' Compensation coverage in Vermont. Out-of-state Suppliers may have Workers' Compensation coverage valid in their home state, but their carrier may not be licensed to cover Workers' Compensation for work performed by their staff in Vermont.

11. Agreement Terms and Conditions

A. The selected Supplier(s) will be expected to sign an agreement with the State which will include the State of Vermont Standard State Provisions for Contracts and Grants (Attachment C).

12. Confidentiality

A. Once a grant agreement is finalized, all information received by the State in response to this solicitation will become part of the grant file and subject to public disclosure in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq. If an application includes material considered by the Supplier to be proprietary or otherwise exempt from public disclosure in the event of a public records request pursuant to 1 V.S.A. §317(c), the application shall clearly designate the material as such and explain why such material should be considered confidential. The Supplier must identify each page or section of the application that it believes would support a reasonable claim of exemption from release, including the prospective harm to the competitive position of the Supplier if the identified material were to be released.

B. Under no circumstances shall the entire application be designated as proprietary or confidential. If the Supplier marks portions of the application confidential, the Supplier shall provide a redacted version of the application for release to the public. Notwithstanding the above, the Secretary has an independent obligation under Vermont law to determine whether any application material is subject to public inspection and copying upon request, which may include material that has otherwise been designated as proprietary and confidential by the Supplier. The Supplier's designation of material as proprietary and confidential, and submission of a redacted application, are provided to the Secretary for informational purposes in the event the Agency receives a public records request and will not result in withholding of materials by the Secretary unless expressly supported by Vermont law.

13. Attachments

A. Example Standard Agreement Template including:
   1. Attachment A – Scope of Work
   2. Attachment B – Payment Provisions
   3. Attachment C – Standard State Provisions for Contracts and Grants
   4. Attachment D – Other Grant Provisions

5. Attachments E-G – (Not Applicable)
6. Attachment H – Department of Environmental Conservation HHP Expense Pre-Approval Request Form
7. Attachment I – Department of Environmental Conservation Asset Ownership, Use, and Disposition Request Form

B. Attachment J – Guide to HHP EPR Application Submission

Standard Grant Agreement

1. **Parties:** This is a Grant Agreement, number 06140-SG-SWME-YY## between the State of Vermont, Department of Environmental Conservation, hereinafter called "State", and Grantee with principal place of business in Town, VT, hereinafter called "Grantee". It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number**.**

2. **Subject Matter:** The subject matter of this Grant Agreement is the reimbursement of the Grantee for costs for end-of-life management of household hazardous products (HHP). The detailed scope to be provided by the Grantee is described in Attachment A.

3. **Maximum Amount:** In consideration of the scope of work to be performed, the State agrees to pay Grantee, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $. Attachment B, Payment Provisions provides details on how the Grantee will be reimbursed. This grant award cannot be used as match for the purpose of obtaining additional federal funds by the Grantee without written approval from the State.

4. **Procurement:** The Grantee certifies that for any equipment, supplies, and/or services outside of their organization, that they have and will follow their procurement policy.

5. **Asset Ownership, Use, and Disposition:** Grantee must submit a written request to retain any capital asset at the end of the agreement term for the same use and intended purpose as outlined in this agreement or to dispose of or sell any retained capital asset with a current market value of $10,000 or greater, utilizing the Asset Ownership, Use, and Disposition Form. Assets with a current per unit fair market value of $10,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the State.

6. **Grant Term:** The period of Grantee's performance shall begin upon date of execution, signified by the date of signature by the State and end on January 31, 2028. This agreement can be renewed for an additional four years upon written agreement by the State and Grantee.

7. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee. No amendment will be considered without a detailed justification to support the amendment request. Failure to provide an adequate justification may result in the denial of the request. Any request for an amendment to this agreement must be made in writing at least 30 days prior to the end date of this agreement or the request may be denied.

8. **Cancellation:** This Grant Agreement may be cancelled by either party by giving written notice at least 30 days in advance.

9. **Fiscal Year:** The Grantee's fiscal year starts and ends .

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10. **Work Product Ownership:** Upon full payment by the State, all products of the Grantee's work, including outlines, reports, charts, sketches, drawings, artwork, plans, photographs, specifications, estimates, computer programs, or similar documents, become the sole property of the State of Vermont and may not be copyrighted or resold by Grantee.

11. **Attachments:** This Grant consists of the following attachments that are incorporated herein:

Attachment A – Scope of Work
Attachment B – Payment Provisions
Attachment C – Standard State Provisions for Contracts and Grants
Attachment D – Other Grant Provisions
Attachments E-G – (Not Applicable)
Attachment H – Department of Environmental Conservation HHP Expense Pre-Approval Request Form
Attachment I – Department of Environmental Conservation Asset Ownership, Use, and Disposition Request Form

12. **Order of Precedence:** Any ambiguity, conflict or inconsistency between the documents comprising this agreement shall be resolved according to the following order of precedence:

(1) Standard Agreement
(2) Attachment C
(3) Attachment D
(4) Attachment A
(5) Attachment B
(6) Attachment H
(7) Attachment I

DO NOT SIGN THIS IS AN EXAMPLE DOCUMENT

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We, the undersigned, agree to be bound by this Agreement.

State of Vermont	**Grantee**
Signature: _____	Signature: _____
Date: _____	Date: _____
Name: _____	Name: _____

Attachment A

Scope of Work

1. Part or all of the scope of work may be sub-awarded.

2. **Project Overview**

A. The Vermont HHP Extended Producer Responsibility (EPR) law (10 V.S.A. Chapter 164B) requires manufacturers of certain toxic forms of solid waste (covered household hazardous products) to help cover costs for end-of-life management of these products. This grant reimburses the Grantee for a portion of the costs for end-of-life management of household hazardous products (HHP) with money collected by the State from manufacturers.

3. **Scope of Work**

A. Milestone 1: Track HHP collection costs for Period 1
    1. Submit documentation of all eligible activities that occurred during reimbursement period 1 (January 1-June 30). Details on expense eligibility are found in Section 4: Expense Eligibility Guidance.
        a. Deliverables:
            a. Period 1 Summary Report submitted via ANR Online (see section C below for additional details)
            b. Pre-approval Form for Facility Repair and Major Equipment Costs (Attachment H), if applicable
            c. Department of Environmental Conservation Asset Ownership, Use, and Disposition Request Form (Attachment I), if applicable
        b. Due Date: August 31st, annually

B. Milestone 2: Track HHP collection costs for Period 2
    1. Submit documentation of all eligible activities that occurred during reimbursement period 2 (July 1-December 31). Details on expense eligibility are found in Section 4: Expense Eligibility Guidance.
        a. Deliverables:
            a. Period 2 Summary Report submitted via ANR Online (see section C below for additional details)
            b. Pre-approval Form for Facility Repair and Major Equipment Costs (Attachment H), if applicable
            c. Department of Environmental Conservation Asset Ownership, Use, and Disposition Request Form (Attachment I), if applicable
        b. Due Date: January 31st, annually

C. Summary Report Details – The summary report shall include but not be limited to the following items:
    1. Invoices and receipts: for contractors, service providers, materials, supplies, and equipment costs
    2. General ledger entries for:
        a. Salaries, health insurance, retirement contributions, workers' compensation, and payroll taxes,

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b. Utilities, facilities operations and maintenance, and training

D. Grantee shall ensure any digital products, services, or content provided under this Agreement meet the State requirements as defined in Attachment C.14.B. IT Accessibility Standards.

E. Perform other work requested by the State and agreed to in writing.

F. Alternate deliverables may be accepted upon written approval by the State.

G. Due dates for deliverables can be extended upon written approval by the State but cannot extend beyond the end date of the agreement.

4. **Expense Eligibility Guidance**

This grant is only for reimbursement for municipal costs relating to household hazardous products as defined by the VT HHP EPR law.

A. Collection costs that are **covered and eligible** for reimbursement without pre-approval include the following:

8. **Labor costs.** Staff hourly rate and contractor labor costs, benefits, medical monitoring programs, and any required professional training such as OSHA/HAZWOPER, DOT, and RCRA Training.
9. **Collection Event costs.** Contractor labor costs, set-up fees, environmental service fees, insurance fees, event supplies including personal protective equipment, office supplies, uniforms, packing materials, drums, cubic yard boxes, trash disposal, toilet rental, and traffic sheriff costs if required.
10. **Disposal costs.** Collection and transport costs, meaning how much it costs for a HW contractor to collect and ship HHP/Very Small Quantity Generator (VSQG) materials from your facility or event for safe management, including costs to incinerate/dispose/recycle the collected products.
11. **Outreach and Education costs.** Newsletters, ads in newspapers, radio, Front Porch Forum, etc. to advertise and inform the public of your HHP/VSQG services and events.
12. **Facility operating costs**. Taxes, insurance, utilities such as electricity, water/sewer, telecommunications (including phone and internet), trash/recycling, groundskeeping (including snow removal and mowing), heating/cooling, fuel, fire alarm maintenance, gas sensor testing, fire system certification and regular maintenance of these systems. Also included are rover event collection costs including driver/staff time, fuel, insurance, and fleet maintenance. **Facility operating costs do not include mortgage and lease costs.**
13. **Materials and Supplies costs.** Eligible materials and supplies include items such as cubic yard boxes, 55-gallon drums, packing materials, office supplies, uniforms, and personal protective equipment.
14. **Equipment costs.** Eligible equipment costs include tools, carts, and regular equipment maintenance.

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B. HHP costs not included in Subsection A above that exceed $3,000 per item, per year, but are below $25,000 per item, per year, must seek pre-approval from the State. Such costs may include the following:
    1. **Facility repair costs.** Seek prior approval for any facility repair, renovation, or replacement costs such as for floors, foundation, driveway, roof repair, or fire alarm service repair.
    2. **Equipment costs.** Seek prior approval for equipment costs such as purchase, major repair/renovation/replacement of a forklift, pallet jack, or shelving.

C. Ineligible Expenses
    1. HHP costs not included in Subsection A above that exceed $25,000 per item, per year, are **not eligible** for reimbursement.
    2. Do not include any non HHW costs such as recycling and other facility operation when calculating the 41%.

5. **Performance Measures:**

    A. Number of Summary Reports Submitted

6. **Additional Requirements:**
    A. Grantee must meet all requirements of federal and state law and the current version of the VT HHP EPR Collection Plan (https://dec.vermont.gov/sites/dec/files/documents/2026.10.29_Agency.Collection.Plan_.HHP_.pdf) in order to be eligible for cost reimbursement.
    B. Grantee must commit to providing free and accessible opportunities for the collection of covered household hazardous products, including orphan covered products, from all covered entities within their capacity limits.
    C. Grantee must commit to providing required documentation of reimbursable costs and retain records/documentation related to reimbursement for 3 years.
    D. Grantees that collect fees shall document how they assess fees for non-covered products, keep records of fees collected with respect to non-covered products, and provide this documentation to the Agency upon request.

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Attachment B

Payment Provisions

1. **Performance:** This grant is a performance-based grant with cost reimbursable terms. Payments made to the Grantee by the State are based on making sufficient progress with the performance requirements in Attachment A Scope of Work.

2. **Sufficient Progress:**
   A. The State will measure sufficient progress by examining the performance required under the scope of work, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.
   B. The State shall not be responsible for any expense incurred by the Grantee that is an unallowable cost per this agreement or for any cost that exceeds the maximum agreement amount.
   C. The State may terminate the agreement for failure to ensure reasonable completion of the project within the project period.

3. **Payment:**
   A. Payments made to the Grantee by the State will be made in accordance with the Payment Schedule in this Attachment B.
   B. Payment requests shall be submitted using the Grant and Contract Invoices Form through ANR Online at https://anronline.vermont.gov/.
   C. Payment requests shall not be submitted more frequently than monthly, unless a different schedule is provided herein.
   D. Grantee shall submit detailed payment requests itemizing all work performed during the payment request period, including the dates of service, rates of pay, hours of work performed, and any other information and/or documentation appropriate and sufficient to substantiate the amount requested for payment by the State. All payment requests must include the agreement number.
   E. Grantees are required to keep documentation of all expenses reported to the State on payment requests but are not required to submit those documents with each payment request. The State reserves the right to ask for expense documentation upon request.
   F. Period 2 reimbursement requests must be received within 30 days after the deliverables due date.
   G. All payment requests must be received within 30 days after the end date of this agreement. Any payment requests received after 30 days may not be honored.
   H. Final payment will be paid upon receipt and satisfactory review of all performance requirements, as described in the Attachment A Scope of Work, submittal of a final payment request marked as the "final invoice" utilizing ANR Online as defined above, and where applicable, documentation of match requirement(s).

4. **Funding Availability**
   G. The State will reimburse Grantees from funds collected from manufacturer fees pursuant to the HHP EPR Law. If funds collected from manufacturers are insufficient to cover the costs incurred, the State will pursue manufacturer compliance with the HHP EPR Law.
   H. The State is not obligated to reimburse Grantees an amount greater than what has been collected from manufacturers' fees.

5. **Risk-Based Assessment:**
   A. **Risk Level Determination:** Low/Moderate/High
   B. Risk Level Monitoring Requirements:
      Low: Subject to Invoice Review

      Moderate: Subject to Invoice Review, may also be selected for Desk Review

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High: Subject to Invoice Review, may also be selected for Desk and/or Site Review

C. Per Bulletin 5, it is the policy of the State of Vermont that all distributions of funds classified as "grants", be issued, tracked and monitored by the state granting agency to ensure the proper use and protection of taxpayer resources. The Grantee shall maintain all records pertaining to performance under this agreement. The records shall be made available at reasonable times during the period of this agreement and for any period required by law for inspection by any authorized representatives of the State or Federal Government.
D. Grantee will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end.
E. If you are required to have a Single Audit, you are to report to the Federal Audit Clearinghouse (FAC) the audit, findings, and Management Response Letter including corrective actions within 9 months after the end of your fiscal year.
F. Untimely responses to monitoring activities may raise your organization's risk level and may affect future awards.
G. Prior to any Amendment of this Agreement the Risk Level may be re-assessed and updated.

6. **Other Provisions:**

A. Grantee is conferred blanket approval from the State to execute any subcontracts associated with this agreement and related amendments according to Attachment C, #19. As part of the procurement process, Grantee must verify and document that none of its subgrantees (both the name of the entity and the name of the primary contact) are listed on the Federal Debarment List located at https://sam.gov/content/home or the State debarment list maintained by the Vermont Buildings and General Services (BGS) located at https://bgs.vermont.gov/purchasing-contracting/debarment.

7. **Payment Schedule:** The payment schedule for work performed and any additional reimbursements are:

Table 1. Reimbursement Period and Costs

Reimbursement Period	Cost (Up to)
Period 1 (January 1 - June 30)	41% of the eligible HHP collection costs during period
Period 2 (July 1 – December 31)	41% of the eligible HHP collection costs during period

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Attachment C

Standard State Provisions for Contracts and Grants

Revised February 13, 2026

"Attachment C: Standard State Provisions for Contracts and Grants" (revision version dated February 13, 2026) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the Grantee by the State under this Agreement. A copy of this document is available online at: https://bgs.vermont.gov/purchasing-contracting/forms.

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Attachment D

Other Grant Provisions

1. **Russian-sourced Goods or Services:** In accordance with Executive Order No. 02-22, signed on March 3, 2022 by Governor Phil Scott, the State is required to secure your certification that no Russian-sourced goods or services provided or produced by Russian entities are being provided to the State of Vermont under this agreement. In signing this agreement, you are providing this certification to the State.

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