



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: December 21, 2023  
Subject: Grant Request – JFO #3175

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3175:** \$1,000,000.00 to the Public Service Department from the U.S. Department of Energy to support installation of solar and other renewable energy systems in schools and other municipal buildings.

*[Note: The funds require a cost-share total of \$250,000.00 over 2 years from the sub-award recipients. Sub-award recipients are the Vermont schools and municipalities.]*

*[Received December 20, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by January 10, 2024, we will assume that you agree to consider as final the Governor's acceptance of this request.



**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

[phone] 802-828-2376  
 [fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT  
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		Clean Energy Development for Schools			
<b>Date:</b>		11/1/2023			
<b>Department:</b>		Public Service Department			
<b>Legal Title of Grant:</b>		Sustainable Energy in Schools and Public Buildings			
<b>Federal Catalog #:</b>		DE-EE0010167			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Energy 1000 Independence Avenue, S.W. Washington DC 20585			
<b>Grant Period:</b>	<b>From:</b>	7/1/2023	<b>To:</b>	10/31/2025	
<b>Grant/Donation</b>		Grant			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$625,000	\$525,000	\$100,000	\$1,250,000	\$1,000,000 in federal funding, \$250,000 in sub-grantee cost share
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>		Strongly recommend approval. Grant will be used to install renewable energy infrastructure at Vermont schools.			
<b>Department of Finance &amp; Management</b>		Adam Gresham Digitally signed by Adam Gresham DN: cn=Adam Gresham, o=State of Vermont		(Initial)	
<b>Secretary of Administration</b>		Sean Brown Digitally signed by Sean Brown DN: cn=Sean Brown, o=State of Vermont		(Initial)	
<b>Sent To Joint Fiscal Office</b>				<b>Date</b>	



# STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
<b>1. Agency:</b>				
<b>2. Department:</b>	Public Service Department			
<b>3. Program:</b>	Clean Energy Development			
<b>4. Legal Title of Grant:</b>	Sustainable Energy in Schools and Public Buildings			
<b>5. Federal Catalog #:</b>	[This is Congressional Directed Spending, Grant #DE-EE0010167]			
<b>6. Grant/Donor Name and Address:</b>	U.S. Department of Energy 1000 Independence Avenue, S.W. Washington DC 20585			
<b>7. Grant Period:</b>	<b>From:</b>	7/1/2023	<b>To:</b>	10/31/2025
<b>8. Purpose of Grant:</b>	Installation of solar and other renewable energy systems on Schools and other municipal buildings			
<b>9. Impact on existing program if grant is not Accepted:</b>	Loss of energy savings on schools will put more pressure on other school energy & infrastructure programs.			
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	
Personal Services	\$17,063	\$14,656	\$3,056	
Operating Expenses	\$8,419	\$8,417	\$1,651	Includes Indirect
Grants	\$474,518	\$377,927	\$94,293	
<b>Total</b>	<b>\$500,000</b>	<b>\$400,000</b>	<b>\$100,000</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$0	\$0	
In-Kind	\$0	\$	\$	
Federal Funds:	\$495,043	\$395,045	\$98,349	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$4,957	\$4,955	\$1,651	
Other Funds:	\$	\$	\$	
Grant (source : sub-recipients)	\$125,000	\$125,000	\$0	Subrecipients' Cost Share
<b>Total</b>	<b>\$625,000</b>	<b>\$525,000</b>	<b>\$100,000</b>	
<b>Appropriation No:</b>		<b>Amount:</b>	\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	\$	

# STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

## PERSONAL SERVICE INFORMATION

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

## 13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u>June E. Tierney</u> <small>3B0ACAAACB54C46E...</small>	Date: <u>10/27/2023</u>   11:5
	Title: <u>Commissioner, Public Service Department</u>	
	Signature: _____	Date: _____
	Title: _____	

## 14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>Sean Brown</u> <small>F643164EBC83432...</small>	Date: <u>11/6/2023</u>
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## 15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u>[Signature]</u>	Date: <u>12/19/23</u>
<input type="checkbox"/>	Rejected		

## 16. DOCUMENTATION REQUIRED


Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

## End Form AA-1

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

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### ASSISTANCE AGREEMENT

1. Award No. DE-EE0010167		2. Modification No.	3. Effective Date 07/01/2023	4. CFDA No. 81.086	
5. Awarded To PUBLIC SERVICE, VERMONT DEPARTMENT OF Attn: Carol Flint 112 STATE ST MONTPELIER VT 056202601		6. Sponsoring Office Energy Effcy & Renewable Energy EE-1 U.S. Department of Energy 1000 Independence Avenue, S.W. Washington DC 20585		7. Period of Performance 07/01/2023 through 10/31/2025	
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other	9. Authority PL 109-58 EPACT, 2005		10. Purchase Request or Funding Document No. 23EE001832		
11. Remittance Address PUBLIC SERVICE, VERMONT DEPARTMENT OF Attn: VERMONT DEPARTMENT OF PUBLIC SERVIC 112 STATE STREET MONTPELIER VT 056202601		12. Total Amount Govt. Share: \$1,000,000.00  Cost Share : \$250,000.00  Total : \$1,250,000.00		13. Funds Obligated This action: \$1,000,000.00  Total : \$1,000,000.00	
14. Principal Investigator	15. Program Manager Charles F. Llenza III Phone: 202-586-2192		16. Administrator Golden Field Office U.S. Department of Energy Golden Field Office 15013 Denver West Parkway Golden CO 80401		
17. Submit Payment Requests To VIPERS <a href="https://vipers.doe.gov">https://vipers.doe.gov</a> Any questions, please contact by call/email 855-384-7377 or VipersSupport@hq.doe.gov		18. Paying Office VIPERS <a href="https://vipers.doe.gov">https://vipers.doe.gov</a> Any questions, please contact by call/email 855-384-7377 or VipersSupport@hq.doe.gov		19. Submit Reports To See Attachment 2	
20. Accounting and Appropriation Data 05473-2022-31-200835-41100-1005883-0000000-0000000-0000000					
21. Research Title and/or Description of Project Sustainable Energy in Schools and Public Buildings					
For the Recipient			For the United States of America		
22. Signature of Person Authorized to Sign			25. Signature of Grants/Agreements Officer 		
23. Name and Title		24. Date Signed	26. Name of Officer Elizabeth A. Parrish		27. Date Signed 09/18/2023

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<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	DE-EE0010167	2	3

NAME OF OFFEROR OR CONTRACTOR  
PUBLIC SERVICE, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>UEI: FXRGN76HPMF3</p> <p>In addition to this Assistance Agreement, this award consists of the items listed on the Cover Page of the Special Terms and Conditions.</p> <p>The Project Period for this award is 07/01/2023 through 10/31/2025, consisting of the following Budget Periods:</p> <p>Budget Period 1: 07/01/2023 to 10/31/2025</p> <p>In Block 7 of the Assistance Agreement, the Period of Performance reflects the beginning of the Project Period through the end of the current Budget Period.</p> <p>Additional future DOE funding and additional budget periods are not contemplated under this award. Funding for all awards and future budget periods is contingent upon the availability of funds appropriated by Congress for the purpose of this program and the availability of future-year budget authority.</p> <p>The Special Terms and Conditions for this award contain specific funding restrictions. Please review the applicable terms for procedures required to lift the restrictions.</p> <p>DOE Award Administrator: Mandy Aden E-mail: mandy.aden@ee.doe.gov Phone: 240-562-1280</p> <p>DOE Project Officer: Charles Llenza E-mail: charles.llenza@ee.doe.gov Phone: 202-586-2192</p> <p>Recipient Business Officer: Christopher Heine E-mail: Christopher.Heine@Vermont.gov Phone: 802-522-7554</p> <p>Recipient Principal Investigator: Andrew Perchlik E-mail: Andrew.Perchlik@Vermont.gov Phone: 802-828-4017</p> <p>"Electronic signature or signatures as used in this document means a method of signing an electronic message that-- (A) Identifies and authenticates a particular person as the source of the electronic message;</p> <p>Continued ...</p>				

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<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	DE-EE0010167	3	3

NAME OF OFFEROR OR CONTRACTOR  
 PUBLIC SERVICE, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(B) Indicates such person's approval of the information contained in the electronic message; and, (C) Submission via FedConnect constitutes electronically signed documents." ASAP: NO: STD IMMEDIATE Extent Competed: NOT COMPETED Davis-Bacon Act: NO PI: PERCHLIK, ANDREW Fund: 05473 Appr Year: 2022 Allottee: 31 Report Entity: 200835 Object Class: 41100 Program: 1005883 Project: 0000000 WFO: 0000000 Local Use: 0000000				

NSO

JULY 2004

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### Instructions and Summary

**Award Number:** DE-EE00010167.0000

**Date of Submission:** 6/8/2023

**Award Recipient:** Vermont Public Service Department

**Form submitted by:** Vermont Public Service Department

(May be award recipient or sub-recipient)

**Please read the instructions on each worksheet tab before starting. If you have any questions, please ask your EERE contact!  
Do not modify this template or any cells or formulas!**

1. If using this form for award application, negotiation, or budget revision, fill out the blank white cells in workbook tabs a. through j. with total project costs.
2. Blue colored cells contain instructions, headers, or summary calculations and should not be modified. Only blank white cells should be populated.
3. Enter detailed support for the project costs identified for each Category line item within each worksheet tab to autopopulate the summary tab.
4. The total budget presented on tabs a. through i. must include both Federal (DOE) and Non-Federal (cost share) portions.
5. All costs incurred by the preparer's sub-recipients, contractors, and Federal Research and Development Centers (FFRDCs), should be entered only in section f. Contractual. All other sections are for the costs of the preparer only.
6. Ensure all entered costs are allowable, allocable, and reasonable in accordance with the administrative requirements prescribed in 2 CFR 200, and the applicable cost principles for each entity type: FAR Part 31 for For-Profit entities; and 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal entities.
7. Add rows as needed throughout tabs a. through j. If rows are added, formulas/calculations may need to be adjusted by the preparer. Do not add rows to the Instructions and Summary tab. If your project contains more than three budget periods, consult your EERE contact before adding additional budget period rows or columns.
8. ALL budget period cost categories are rounded to the nearest dollar.

**BURDEN DISCLOSURE STATEMENT**

Public reporting burden for this collection of information is estimated to average 24 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD-241-2 - GTN, Paperwork Reduction Project (1910-5162), U.S. Department of Energy 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget, Paperwork Reduction Project (1910-5162), Washington, DC 20503.

**SUMMARY OF BUDGET CATEGORY COSTS PROPOSED**

The values in this summary table are from entries made in subsequent tabs, only blank white cells require data entry

Section A - Budget Summary

	Federal	Cost Share	Total Costs	Cost Share %	Proposed Budget Period Dates
<b>Budget Period 1</b>	\$1,000,000	\$250,000	\$1,250,000	20.00%	<b>7.1.2023 to 10.31.2025</b>
<b>Budget Period 2</b>	\$0	\$0	\$0	0.00%	
<b>Budget Period 3</b>	\$0	\$0	\$0	0.00%	
<b>Total</b>	\$1,000,000	\$250,000	\$1,250,000	20.00%	

Section B - Budget Categories

CATEGORY	Budget Period 1	Budget Period 2	Budget Period 3	Total Costs	% of Project	Comments (as needed)
<b>a. Personnel</b>	\$22,910	\$0	\$0	\$22,910	1.83%	
<b>b. Fringe Benefits</b>	\$10,865	\$0	\$0	\$10,865	0.87%	\$388.04
<b>c. Travel</b>	\$6,924	\$0	\$0	\$6,924	0.55%	
<b>d. Equipment</b>	\$0	\$0	\$0	\$0	0.00%	
<b>e. Supplies</b>	\$0	\$0	\$0	\$0	0.00%	
<b>f. Contractual</b>						
<b>Sub-recipient</b>	\$1,197,738	\$0	\$0	\$1,197,738	95.82%	
<b>Contractor</b>	\$0	\$0	\$0	\$0	0.00%	
<b>FFRDC</b>	\$0	\$0	\$0	\$0	0.00%	
<b>Total Contractual</b>	\$1,197,738	\$0	\$0	\$1,197,738	95.82%	
<b>g. Construction</b>	\$0	\$0	\$0	\$0	0.00%	
<b>h. Other Direct Costs</b>	\$0	\$0	\$0	\$0	0.00%	
<b>Total Direct Costs</b>	\$1,238,437	\$0	\$0	\$1,238,437	99.07%	
<b>i. Indirect Charges</b>	\$11,563	\$0	\$0	\$11,563	0.93%	\$412.96
<b>Total Costs</b>	\$1,250,000	\$0	\$0	\$1,250,000	100.00%	

For the AA-1 Calculations

	FY24	FY25	FY26
<b>a. Personnel</b>	12,406	9,000	2,504
<b>b. Fringe Benefits</b>	4,657	4,656	1,552
<b>c. Travel</b>	8,419	8,417	1,651
<b>d. Equipment</b>	500,000	400,000	100,000
<b>e. Supplies</b>	474,518	377,927	94,293
<b>f. Contractual</b>			
<b>Sub-recipient</b>			
<b>Contractor</b>			
<b>FFRDC</b>			
<b>Total Contractual</b>			
<b>g. Construction</b>			
<b>h. Other Direct Costs</b>			
<b>Total Direct Costs</b>	\$495,043.00	\$395,045.0	\$98,349.00
<b>i. Indirect Charges</b>	\$4,957.00	4955	1651
<b>Total Costs</b>	\$125,000.0	\$125,000.0	\$0.00

946,738

Additional Explanation (as needed):

**a. Personnel**

**INSTRUCTIONS - PLEASE READ!!!**

1. List project costs solely for employees of the entity completing this form. All personnel costs for subrecipients and contractors must be included under f. Contractual.
2. All personnel should be identified by position title and not employee name. Enter the amount of time (e.g., hours or % of time) and the base hourly rate and the total direct personnel compensation will automatically calculate. Rate basis (e.g., rate negotiated for each hour worked on the project, labor distribution report, state civil service rates, etc.) must also be identified.
3. If loaded labor rates are utilized, a description of the costs the loaded rate is comprised of must be included in the Additional Explanation section below. DOE must review all components of the loaded labor rate for reasonableness and unallowable costs (e.g. fee or profit).
4. If a position and hours are attributed to multiple employees (e.g. Technician working 4000 hours) the number of employees for that position title must be identified.
5. Each budget period is rounded to the nearest dollar.

SOPO Task #	Position Title	Budget Period 1			Budget Period 2			Budget Period 3			Project Total Hours	Project Total Dollars	Rate Basis
		Time (Hrs)	Hourly Rate (\$/Hr)	Total Budget Period 1	Time (Hrs)	Hourly Rate (\$/Hr)	Total Budget Period 2	Time (Hrs)	Hourly Rate (\$/Hr)	Total Budget Period 3			
1	<b>Sr. Engineer (EXAMPLE!!!)</b>	2000	\$85.00	\$170,000	200	\$50.00	\$10,000	200	\$50.00	\$10,000	2400	\$190,000	
2	<b>Technicians (2)</b>	4000	\$20.00	\$80,000	0	\$0.00	\$0	0	\$0.00	\$0	4000	\$80,000	
1	Director Clean Energy Developmen	80	\$49.29	\$3,943	0	\$0.00	\$0	0	\$0.00	\$0	80	\$3,943	Actual Salary
1	Energy Program Specialist I	120	\$27.70	\$3,324	0	\$0.00	\$0	0	\$0.00	\$0	120	\$3,324	Actual Salary
2	Director Clean Energy Developmen	40	\$49.29	\$1,972			\$0			\$0	40	\$1,972	Actual Salary
2	Energy Program Specialist I	80	\$27.70	\$2,216			\$0			\$0	80	\$2,216	Actual Salary
3	Director Clean Energy Developmen	50	\$49.29	\$2,465			\$0			\$0	50	\$2,465	Actual Salary
3	Energy Program Specialist I	90	\$27.70	\$2,493			\$0			\$0	90	\$2,493	Actual Salary
4	Director Clean Energy Developmen	70	\$49.29	\$3,450			\$0			\$0	70	\$3,450	Actual Salary
4	Energy Program Specialist I	110	\$27.70	\$3,047			\$0			\$0	110	\$3,047	Actual Salary
				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
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				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
				\$0			\$0			\$0	0	\$0	
<b>TOTAL PERSONNEL</b>		<b>640</b>		<b>\$22,910</b>	<b>0</b>		<b>\$0</b>	<b>0</b>		<b>\$0</b>	<b>640</b>	<b>\$22,910</b>	

Additional Explanation (as needed):

### b. Fringe Benefits

**INSTRUCTIONS - PLEASE READ!!!**

1. Fill out the table below by position title. If all employees receive the same fringe benefits, you can show "Total Personnel" in the Labor Type column instead of listing out all position titles.
2. The rates and how they are applied should not be averaged to get one fringe cost percentage. Complex calculations should be described/provided in the Additional Explanation section below.
3. The fringe benefit rates should be applied to all positions, regardless of whether those funds will be supported by Federal Share or Recipient Cost Share.
4. Each budget period is rounded to the nearest dollar.

Labor Type	Budget Period 1			Budget Period 2			Budget Period 3			Total Project
	Personnel Costs	Rate	Total	Personnel Costs	Rate	Total	Personnel Costs	Rate	Total	
<b>EXAMPLE!!! Sr. Engineer</b>	\$170,000	20%	\$34,000	\$10,000	20%	\$2,000	\$10,000	20%	\$2,000	\$38,000
Director, Clean Energy Development Fund	11,830	60.00%	\$7,098			\$0			\$0	\$7,098
Energy Program Specialist I	11,080	34.00%	\$3,767			\$0			\$0	\$3,767
			\$0			\$0			\$0	\$0
			\$0			\$0			\$0	\$0
<b>TOTAL FRINGE</b>	<b>\$22,910</b>		<b>\$10,865</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$10,865</b>

A federally approved fringe benefit rate agreement, or a proposed rate supported and agreed upon by DOE for estimating purposes is required at the time of award negotiation if reimbursement for fringe benefits is requested. Please check (X) one of the options below and provide the requested information if not previously submitted.

**A fringe benefit rate has been negotiated with, or approved by, a federal government agency. A copy of the latest rate agreement is/was included with the project application.\***

**There is not a current federally approved rate agreement negotiated and available.\*\***

\*Unless the organization has submitted an indirect rate proposal which encompasses the fringe pool of costs, please provide the organization's benefit package and/or a list of the components/elements that comprise the fringe pool and the cost or percentage of each component/element allocated to the labor costs identified in the Budget Justification.

\*\*When this option is checked, the entity preparing this form shall submit an indirect rate proposal in the format provided in the Sample Rate Proposal at <https://www.energy.gov/eere/funding/downloads/sample-indirect-rate-proposal-and-profit-compliance-audit>, or a format that provides the same level of information and which will support the rates being proposed for use in the performance of the proposed project.

Additional Explanation (as necessary): Please use this box (or an attachment) to list the elements that comprise your fringe benefits and how they are applied to your base (e.g. Personnel) to arrive at your fringe benefit rate.

The Personnel costs and fringe rate costs were taken from actual payroll costs for the Director, Program Specialist II and Program Specialist III. The following fringe benefits are included in the labor overhead billing: payroll taxes, retirement, unemployment, health & disability insurance, worker's compensation and longevity for classified positions.

**c. Travel**

**INSTRUCTIONS - PLEASE READ!!!**

1. Identify Foreign and Domestic Travel as separate items. Examples of Purpose of Travel are subrecipient site visits, DOE meetings, project mgmt. meetings, etc. Examples of Basis for Estimating Costs are past trips, travel quotes, GSA rates, etc.
2. All listed travel must be necessary for performance of the Statement of Project Objectives.
3. Only travel that is directly associated with this award should be included as a direct travel cost to the award.
4. Federal travel regulations are contained within the applicable cost principles for all entity types.
5. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organizations written travel policy. In absence of a written travel policy, organizations must follow the regulations prescribed by the General Services Administration.
6. Columns E, F, G, H, I, J, and K are per trip.
7. The number of days is inclusive of day of departure and day of return.
8. Recipients should enter City and State (or City and Country for International travel) in the Depart from and Destination fields.
9. Each budget period is rounded to the nearest dollar.

SOPO Task #	Purpose of Travel	Depart From	Destination	No. of Days	No. of Travelers	Lodging per Traveler	Flight per Traveler	Vehicle per Traveler	Per Diem Per Traveler	Cost per Trip	Basis for Estimating Costs
<b>Domestic Travel</b>		<b>Budget Period 1</b>									
1	<b>EXAMPLE!!! Visit to PV manufacturer</b>			2	2	\$250	\$500	\$100	\$80	\$2,520	Current GSA rates
3.1.1	Vermont Schools/Municipalities - Site Visit	Montpelier	School/Muni # 1	1	2	\$0	\$0	\$130	\$120	\$500	Travel costs based on estimated 200 mi. roundtrip
3.1.2	Vermont Schools/Municipalities - Site Visit	Montpelier	School/Muni # 2	1	2	\$0	\$0	\$130	\$120	\$500	Travel costs based on estimated 200 mi. roundtrip
3.1.3	Vermont Schools/Municipalities - Site Visit	Montpelier	School/Muni # 3	1	2	\$0	\$0	\$130	\$120	\$500	Travel costs based on estimated 200 mi. roundtrip
3.1.4	Vermont Schools/Municipalities - Site Visit	Montpelier	School/Muni # 4	1	2	\$0	\$0	\$130	\$120	\$500	Travel costs based on estimated 200 mi. roundtrip
3.1.5	Vermont Schools/Municipalities - Site Visit	Montpelier	School/Muni # 5	1	2	\$0	\$0	\$130	\$120	\$500	Travel costs based on estimated 200 mi. roundtrip
4.4	Better Buildings Summit	Montpelier	Washington DC	4	2	\$ 258	\$ 700	\$ -	\$ 120	\$4,424	Estimated based on current accomodation and travel expenses for travel to DC for the Better Buildings Summit '25
<b>International Travel</b>											
<b>Budget Period 1 Total</b>											<b>\$6,924</b>
<b>Domestic Travel</b>		<b>Budget Period 2</b>									
											\$0
											\$0
											\$0
											\$0
<b>International Travel</b>											
											\$0
<b>Budget Period 2 Total</b>											<b>\$0</b>
<b>Domestic Travel</b>		<b>Budget Period 3</b>									
											\$0
											\$0
											\$0
											\$0
<b>International Travel</b>											
											\$0
<b>Budget Period 3 Total</b>											<b>\$0</b>
<b>TOTAL TRAVEL</b>											<b>\$6,924</b>

Additional Explanation (as needed):

### d. Equipment

**INSTRUCTIONS - PLEASE READ!!!**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Please refer to the applicable Federal regulations in 2 CFR 200 for specific equipment definitions and treatment.
2. List all equipment below, providing a basis of cost (e.g. contractor quotes, catalog prices, prior invoices, etc.). Briefly justify items as they apply to the Statement of Project Objectives. If it is existing equipment, provide logical support for the estimated value shown.
3. During award negotiations, provide a contractor quote for all equipment items over \$50,000 in price. If the contractor quote is not an exact price match, provide an explanation in the additional explanation section below. If a contractor quote is not practical, such as for a piece of equipment that is purpose-built, first of its kind, or otherwise not available off the shelf, provide a detailed engineering estimate for how the cost estimate was derived.
4. Each budget period is rounded to the nearest dollar.

SOPO Task #	Equipment Item	Qty	Unit Cost	Total Cost	Basis of Cost	Justification of need
<b>Budget Period 1</b>						
3,4,5	<b>EXAMPLE!!!</b> Thermal shock chamber	2	\$70,000	\$140,000	Contractor Quote - Attached	Reliability testing of PV modules- Task 4.3
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 1 Total</b>				\$0		
<b>Budget Period 2</b>						
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 2 Total</b>				\$0		
<b>Budget Period 3</b>						
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 3 Total</b>				\$0		
<b>TOTAL EQUIPMENT</b>				<b>\$0</b>		

Additional Explanation (as needed):

### e. Supplies

**INSTRUCTIONS - PLEASE READ!!!**

1. Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Please refer to the applicable Federal regulations in 2 CFR 200 for specific supplies definitions and treatment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.
2. List all proposed supplies below, providing a basis of costs (e.g. contractor quotes, catalog prices, prior invoices, etc.). Briefly justify the need for the Supplies as they apply to the Statement of Project Objectives. Note that Supply items must be direct costs to the project at this budget category, and not duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.
3. Multiple supply items valued at \$5,000 or less used to assemble an equipment item with a value greater than \$5,000 with a useful life of more than one year should be included on the equipment tab. If supply items and costs are ambiguous in nature, contact your DOE representative for proper categorization.
4. Add rows as needed. If rows are added, formulas/calculations may need to be adjusted by the preparer.
5. Each budget period is rounded to the nearest dollar.

SOPO Task #	General Category of Supplies	Qty	Unit Cost	Total Cost	Basis of Cost	Justification of need
<b>Budget Period 1</b>						
4,6	<b>EXAMPLE!!!</b> Wireless DAS components	10	\$360.00	\$3,600	Catalog price	For Alpha prototype - Task 2.4
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 1 Total</b>				<b>\$0</b>		
<b>Budget Period 2</b>						
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 2 Total</b>				<b>\$0</b>		
<b>Budget Period 3</b>						
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
				\$0		
<b>Budget Period 3 Total</b>				<b>\$0</b>		
<b>TOTAL SUPPLIES</b>				<b>\$0</b>		

Additional Explanation (as needed):

**f. Contractual**

**INSTRUCTIONS - PLEASE READ!!!**

1. The entity completing this form must provide all costs related to subrecipients, contractors, and FFRDC partners in the applicable boxes below.
2. Subrecipients (partners, sub-awardees): Subrecipients shall submit a Budget Justification describing all project costs and calculations when their total proposed budget exceeds either (1) \$250,000 or (2) 25% of total award costs. These subrecipient forms may be completed by either the subrecipients themselves or by the preparer of this form. The budget totals on the subrecipient's forms must match the subrecipient entries below. A subrecipient is a legal entity to which a subaward is made, who has performance measured against whether the objectives of the Federal program are met, is responsible for programmatic decision making, must adhere to applicable Federal program compliance requirements, and uses the Federal funds to carry out a program of the organization. All characteristics may not be present and judgment must be used to determine subrecipient vs. contractor status.
3. Contractors: List all contractors supplying commercial supplies or services used to support the project. For each Contractor cost with total project costs of \$250,000 or more, a Contractor quote must be provided. A contractor is a legal entity contracted to provide goods and services within normal business operations, provides similar goods or services to many different purchasers, operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program. All characteristics may not be present and judgment must be used to determine subrecipient vs. contractor status.
4. Federal Funded Research and Development Centers (FFRDCs): FFRDCs must submit a signed Field Work Proposal during award application. The award recipient may allow the FFRDC to provide this information directly to DOE, however project costs must also be provided below.
5. Each budget period is rounded to the nearest dollar.

SOPO Task #	Subrecipient Name/Organization	Subrecipient Unique Entity Identifier (UEI)	Purpose and Basis of Cost	Budget Period 1	Budget Period 2	Budget Period 3	Project Total
2,4	<b>EXAMPLE!!! XYZ Corp.</b>		Partner to develop optimal lens for Gen 2 product. Cost estimate based on personnel hours.	\$48,000	\$32,000	\$16,000	\$96,000
2.6.1	Vermont Schools/Municipalities		Renewable Energy System Support	\$239,548	\$0	\$0	\$239,548
2.6.2	Vermont Schools/Municipalities		Renewable Energy System Support	\$239,548	\$0	\$0	\$239,548
2.6.3	Vermont Schools/Municipalities		Renewable Energy System Support	\$239,548	\$0	\$0	\$239,548
2.6.4	Vermont Schools/Municipalities		Renewable Energy System Support	\$239,548	\$0	\$0	\$239,548
2.6.5	Vermont Schools/Municipalities		Renewable Energy System Support	\$239,548	\$0	\$0	\$239,548
							\$0
<b>Sub-total</b>				<b>\$1,197,738</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,197,738</b>

428,505.00

147740

197,738

98,869

SOPO Task #	Contractor Name/Organization	Purpose and Basis of Cost	Budget Period 1	Budget Period 2	Budget Period 3	Project Total
6	<b>EXAMPLE!!! ABC Corp.</b>	Contractor for developing robotics to perform lens inspection. Estimate provided by contractor.	\$32,900	\$86,500	\$0	\$119,400
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Sub-total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

SOPO Task #	FFRDC Name/Organization	Purpose and Basis of Cost	Budget Period 1	Budget Period 2	Budget Period 3	Project Total
						\$0
						\$0
<b>Sub-total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL CONTRACTUAL</b>			<b>\$1,197,738</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,197,738</b>
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Additional Explanation (as needed):

### g. Construction

**PLEASE READ!!!**

1. Construction, for the purpose of budgeting, is defined as all types of work done on a particular building, including erecting, altering, or remodeling. Construction conducted by the award recipient is entered on this page. Any construction work that is performed by a contractor or subrecipient should be entered under f. Contractual.
2. List all proposed construction below, providing a basis of cost such as engineering estimates, prior construction, etc., and briefly justify its need as it applies to the Statement of Project Objectives.
3. Each budget period is rounded to the nearest dollar.

**Overall description of construction activities: Example Only!!! - Build wind turbine platform**

SOPO Task #	General Description	Cost	Basis of Cost	Justification of need
<b>Budget Period 1</b>				
3	EXAMPLE ONLY!!! Three days of excavation for platform site	\$28,000	Engineering estimate	Site must be prepared for construction of platform.
<b>Budget Period 1 Total</b>		<b>\$0</b>		
<b>Budget Period 2</b>				
<b>Budget Period 2 Total</b>		<b>\$0</b>		
<b>Budget Period 3</b>				
<b>Budget Period 3 Total</b>		<b>\$0</b>		
<b>TOTAL CONSTRUCTION</b>		<b>\$0</b>		

Additional Explanation (as needed):



### h. Other Direct Costs

**INSTRUCTIONS - PLEASE READ!!!**

1. Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs must not be included in the indirect costs (for which the indirect rate is being applied for this project). Examples are: tuition, printing costs, etc. which can be directly charged to the project and are not duplicated in indirect costs (overhead costs).
2. Basis of cost are items such as contractor quotes, prior purchases of similar or like items, published price list, etc.
3. Each budget period is rounded to the nearest dollar.

SOPO Task #	General Description and SOPO Task #	Cost	Basis of Cost	Justification of need
<b>Budget Period 1</b>				
5	EXAMPLE!!! Grad student tuition - tasks 1-3	\$16,000	Established UCD costs	Support of graduate students working on project
<b>Budget Period 1 Total</b>		\$0		
<b>Budget Period 2</b>				
<b>Budget Period 2 Total</b>		\$0		
<b>Budget Period 3</b>				
<b>Budget Period 3 Total</b>		\$0		
<b>TOTAL OTHER DIRECT COSTS</b>		<b>\$0</b>		

Additional Explanation (as needed):

## i. Indirect Costs

### INSTRUCTIONS - PLEASE READ!!!

1. Fill out the table below to indicate how your indirect costs are calculated. Use the box below to provide additional explanation regarding your indirect rate calculation.
2. The rates and how they are applied should not be averaged to get one indirect cost percentage. Complex calculations or rates that do not correspond to the below categories should be described/provided in the Additional Explanation section below. If questions exist, consult with your DOE contact before filling out this section.
3. The indirect rate should be applied to both the Federal Share and Recipient Cost Share.
4. **NOTE:** A Recipient who elects to employ the 10% de minimis Indirect Cost rate **cannot claim resulting costs as a Cost Share contribution, nor can the Recipient claim "unrecovered indirect costs" as a Cost Share contribution.** Neither of these costs can be reflected as actual indirect cost rates realized by the organization, and therefore are not verifiable in the Recipient records as required by Federal Regulation (§200.306(b)(1)).
5. Each budget period is rounded to the nearest dollar.

	Budget Period 1	Budget Period 2	Budget Period 3	Total	Explanation of BASE
<b>Provide ONLY Applicable Rates:</b>					
Overhead Rate	28.41%	0.00%	0.00%		<i>As allowed by 2 CFR 200 Append VII</i>
General & Administrative (G&A)	28.41%	0.00%	0.00%		<i>As allowed by 2 CFR 200 Append VII</i>
FCCM Rate, if applicable	0.00%	0.00%	0.00%		
OTHER Indirect Rate	0.00%	0.00%	0.00%		
<b>Indirect Costs (As Applicable):</b>					
Overhead Costs	\$11,563			<b>\$11,563</b>	
G&A Costs				<b>\$0</b>	
FCCM Costs, if applicable				<b>\$0</b>	
OTHER Indirect Costs		\$0		<b>\$0</b>	<b>Maximum Ohd Allowed, 20%</b>
<b>Total Indirect Costs Requested:</b>	<b>\$11,563</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,563</b>	

A federally approved indirect rate agreement, or rate proposed (supported and agreed upon by DOE for estimating purposes) is required if reimbursement of indirect costs is requested. Please check (X) one of the options below and provide the requested information if it has not already been provided as requested, or has changed.

- X** An indirect rate has been approved or negotiated with a federal government agency. A copy of the latest rate agreement is included with this application and will be provided electronically to the Contracting Officer for this project.
- The organization does not have a current, federally approved indirect cost rate agreement and has provided an indirect rate proposal in support of the proposed costs.
- This organization has elected to apply a 10% de minimis rate in accordance with 2 CFR 200.414(f).

### Provide an explanation of how your indirect cost rate was applied.

*Additional Explanation (as needed): \*IMPORTANT: Please use this box (or an attachment) to further explain how your total indirect costs were calculated. If the total indirect costs are a cumulative amount of more than one calculation or rate application, the explanation and calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total).*

*Base include: Total Direct Cost, exclusive of Per Diem, Other Personal Services, Other Operating Expenses and pass-through Grants/Sub-grants*

## Cost Share

**PLEASE READ!!!**

1. A detailed presentation of the cash or cash value of all cost share proposed must be provided in the table below. All items in the chart below must be identified within the applicable cost category tabs a. through i. in addition to the detailed presentation of the cash or cash value of all cost share proposed provided in the table below. Identify the source organization & amount of each cost share item proposed in the award.
2. Cash Cost Share - encompasses all contributions to the project made by the recipient, subrecipient, or third party (an entity that does not have a role in performing the scope of work) for costs incurred and paid for during the project. This includes when an organization pays for personnel, supplies, equipment, etc. for their own company with organizational resources. If the item or service is reimbursed for, it is cash cost share. All cost share items must be necessary to the performance of the project. **Contractors may not provide cost share.** Any partial donation of goods or services is considered a discount and is not allowable.
3. In Kind Cost Share - encompasses all contributions to the project made by the recipient, subrecipient, or third party (an entity that does not have a role in performing the scope of work) where a value of the contribution can be readily determined, verified and justified but where no actual cash is transacted in securing the good or service comprising the contribution. In Kind cost share items include volunteer personnel hours, the donation of space or use of equipment, etc. The cash value and calculations thereof for all In Kind cost share items must be justified and explained in the Cost Share Item section below. All cost share items must be necessary to the performance of the project. If questions exist, consult your DOE contact before filling out In Kind cost share in this section. Contractors may not provide cost share. Any partial donation of goods or services is considered a discount and is not allowable.
4. Funds from other Federal sources MAY NOT be counted as cost share. This prohibition includes FFRDC sub-recipients. Non-Federal sources include any source not originally derived from Federal funds. Cost sharing commitment letters from subrecipients and third parties must be provided with the original application.
5. Fee or profit, including foregone fee or profit, **are not allowable** as project costs (including cost share) under any resulting award. The project may only incur those costs that are allowable and allocable to the project (including cost share) as determined in accordance with the applicable cost principles prescribed in FAR Part 31 for For-Profit entities and 2 CFR Part 200 Subpart E - Cost Principles for all other non-federal entities.
6. **NOTE:** A Recipient who elects to employ the 10% de minimis Indirect Cost rate **cannot claim the resulting indirect costs as a Cost Share contribution.**
7. **NOTE:** A Recipient **cannot claim "unrecovered indirect costs"** as a Cost Share contribution, **without prior approval.**
8. **Each budget period is rounded to the nearest dollar.**

Organization/Source	Type (Cash or In Kind)	Cost Share Item	Budget Period 1	Budget Period 2	Budget Period 3	Total Project Cost Share
ABC Company <b>EXAMPLE!!!</b>	Cash	Project partner ABC Company will provide 20 PV modules for product development at the price of \$680 per module	\$13,600			\$13,600
Vermont Schools/Municipalities	Cash	Funds contributed to project	\$250,000			\$250,000
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>TOTAL COST SHARE</b>			<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>

	<b>Cost Share Percentage per Budget Period</b>	<b>20.0%</b>	<b>0.0%</b>	<b>0.0%</b>
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**Total Project Cost: \$1,250,000**

**Total Project Cost Share Percent: 20.0%**

Additional Explanation (as needed):

Applicant Name: Vermont Public Service Award Number: DE-EE00010167.0000

**Budget Information - Non Construction Programs**

OMB Approval No. 0348-0044

**Section A - Budget Summary**

Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. Budget Period 1				\$1,000,000.00	\$250,000.00	\$1,250,000.00
2. Budget Period 2				\$0.00	\$0.00	\$0.00
3. Budget Period 3				\$0.00	\$0.00	\$0.00
4.						
5. Totals				\$1,000,000.00	\$250,000.00	\$1,250,000.00

**Section B - Budget Categories**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	Budget Period 1	Budget Period 2	Budget Period 3		
a. Personnel	\$22,910.00	\$0.00	\$0.00		\$22,910.00
b. Fringe Benefits	\$10,865.00	\$0.00	\$0.00		\$10,865.00
c. Travel	\$6,924.00	\$0.00	\$0.00		\$6,924.00
d. Equipment	\$0.00	\$0.00	\$0.00		\$0.00
e. Supplies	\$0.00	\$0.00	\$0.00		\$0.00
f. Contractual	\$1,197,738.00	\$0.00	\$0.00		\$1,197,738.00
g. Construction	\$0.00	\$0.00	\$0.00		\$0.00
h. Other	\$0.00	\$0.00	\$0.00		\$0.00
i. Total Direct Charges (sum of 6a-6h)	\$1,238,437.00	\$0.00	\$0.00		\$1,238,437.00
j. Indirect Charges	\$11,563.00	\$0.00	\$0.00		\$11,563.00
k. Totals (sum of 6i-6j)	\$1,250,000.00	\$0.00	\$0.00		\$1,250,000.00
7. Program Income					\$0

Applicant Name: Vermont Public Service Award Number: DE-EE00010167.0000**Budget Information - Non Construction Programs**

OMB Approval No. 0348-0044

**Section A - Budget Summary**

Grant Program Function or Activity  (a)	Catalog of Federal Domestic Assistance Number  (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal  (c)	Non-Federal  (d)	Federal  (e)	Non-Federal  (f)	Total  (g)
1. Budget Period 1				\$1,000,000.00	\$250,000.00	\$1,250,000.00
2. Budget Period 2				\$0.00	\$0.00	\$0.00
3. Budget Period 3				\$0.00	\$0.00	\$0.00
4.						
5. Totals				\$1,000,000.00	\$250,000.00	\$1,250,000.00

**Section B - Budget Categories**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	Budget Period 1	Budget Period 2	Budget Period 3		
a. Personnel	\$22,910.00	\$0.00	\$0.00		\$22,910.00
b. Fringe Benefits	\$10,865.00	\$0.00	\$0.00		\$10,865.00
c. Travel	\$6,924.00	\$0.00	\$0.00		\$6,924.00
d. Equipment	\$0.00	\$0.00	\$0.00		\$0.00
e. Supplies	\$0.00	\$0.00	\$0.00		\$0.00
f. Contractual	\$1,197,738.00	\$0.00	\$0.00		\$1,197,738.00
g. Construction	\$0.00	\$0.00	\$0.00		\$0.00
h. Other	\$0.00	\$0.00	\$0.00		\$0.00
i. Total Direct Charges (sum of 6a-6h)	\$1,238,437.00	\$0.00	\$0.00		\$1,238,437.00
j. Indirect Charges	\$11,563.00	\$0.00	\$0.00		\$11,563.00
k. Totals (sum of 6i-6j)	\$1,250,000.00	\$0.00	\$0.00		\$1,250,000.00
<b>7. Program Income</b>					
					\$0

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Envelope Updated	Security Checked	10/2/2023 9:28:35 AM
Certified Delivered	Security Checked	10/2/2023 11:53:54 AM
Signing Complete	Security Checked	10/2/2023 11:54:16 AM
Completed	Security Checked	10/2/2023 11:54:19 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, VCBB - VT Community Broadband Board (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.10 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact VCBB - VT Community Broadband Board:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [sov.esign@vermont.gov](mailto:sov.esign@vermont.gov)

**To advise VCBB - VT Community Broadband Board of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [james.shover@vermont.gov](mailto:james.shover@vermont.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from VCBB - VT Community Broadband Board**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [sov.esign@vermont.gov](mailto:sov.esign@vermont.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. Copy charge 0.10 cents per page for paper copies, billed upon delivery.

**To withdraw your consent with VCBB - VT Community Broadband Board**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [sov.esign@vermont.gov](mailto:sov.esign@vermont.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify VCBB - VT Community Broadband Board as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by VCBB - VT Community Broadband Board during the course of your relationship with VCBB - VT Community Broadband Board.