

Vermont FPR Forest Economy Stabilization Grant Application Guide

Introduction

This document provides information about how to apply for the Vermont Forest Economy Stabilization Grant (FESG). This application is for forest products businesses that meet the eligibility criteria.

Summary of Steps

1. [Register your business](#)
2. [Register as an applicant](#)
3. [Applicant information](#)
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GET READY

Before you begin, you will need the following documents or information to complete your application.

- A. Your Federal Employer Identification Number (EIN) or SS# for sole proprietors.
- B. Your **Vermont** Employer ID Number if you have one (used for Vermont Department of Labor filings). Providing this 7-digit number is **not required** but helps populate some of the application required fields. You can add your company manually if you don't have an ID Number.
- C. Tax information from your W9 form.
- D. The **NAICS code** for your company or organization found on your Federal tax return. ***If you don't have one, identify one that matches your primary forest and wood products business activity.***
- E. The amount of previous compensation you have received to cover business interruptions due to COVID-19, if you have received any.
- F. Your Income Statements also called Profit and Loss for 2020 and 2019 by month (in PDF format).
- G. Federal and State Tax Returns for 2019, or the most recent year filed (in PDF format).

If you have questions about filling out the application, email us at Forests.CovidResponse@vermont.gov.

STEP 1: REGISTER YOUR BUSINESS

Confirm your Business is Eligible

Review the FESG eligibility requirements and confirm your forests products business is eligible.

Vermont Economic Recovery Grant Application

 For best performance of this application, please use the latest version of Chrome, Firefox, or Safari (on Mac OS).

Dear Vermont forest products business owner,

The Vermont Department of Forests, Parks and Recreation regrets the difficulties you have been experiencing and sincerely hopes this grant program will be of significant value to your important forest products business during this challenging public health emergency.

To be eligible for the Forest Economy Stabilization Grant program, a forest products business must meet all three conditions below:

1. Be a forest products business primarily engaged in managing, harvesting, trucking, processing, manufacturing, crafting, or distributing forest or wood products ("primarily engaged in" means more than 50% of the annual gross revenue for the entity applying is derived from one of these types of forest products activities); and
2. Any portion of the forest or wood products must be derived from Vermont forests; and
3. Your forest products business must have experienced economic harm, related to the COVID-19 public health emergency, that was \$5,000 or more in total revenue loss in the months of March, April, May, June and July of 2020, when compared to the total revenue in the same months of 2019.

If you have any questions, see the program's [Frequently Asked Questions](#) document, or email us at Forests.CovidResponse@vermont.gov. Thank you for all you do.

* Do you understand the above description and agree to comply with the described terms?

Yes

No

 **TIP:** A '*' next to a field designates that the field is required.

Register your Business

To access the application, you must register your business.

It is important to enter in **ALL** required information **CORRECTLY** upon applying. Any improperly submitted applications will be categorized as **INCOMPLETE**. If edits are required (incomplete documents, incorrect business ID information) you will receive an email with instructions for you to make those required edits, and you will need to resubmit your application. Since this is a first come, first serve grant, this will delay the review of your application.

 **TIP:** The business name on your application must match the business name on your federal tax filings.

Before you apply, you need to register here:

Search Vermont Employment ID Number

Company

Can't find your Company? [Add Company](#)

Enter your **Vermont Employer ID Number** if you have one (used for Vermont Department of Labor filings). Providing this 7-digit number is not required but helps populate some of the application required fields. If you don't have one, you can add your company.

If you receive a red error message box:

Invalid EIN number, if you are unable to find your Organization please click on Add Company

Click **“Add Company”** and complete the pop-up form to register your company. This error message may also appear if the EIN has already been used.

No ✕

Before you apply, you need to register here:

Add Company

<input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Add Company"/>	

Step 2: Register as an Applicant

Enter information about the person completing this form.

Applicant User Registration

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Title	* Role
<input type="text"/>	Select Role ▼
* Email	* Phone
<input type="text"/>	<input type="text"/>
* User Name	* Password
<input type="text"/>	<input type="text"/>
* Confirm Password	
<input type="text"/>	

User Name: Your User Name must be in an email format (for example: [abc@xyz.com](#)). The system will automatically add **.vtgrants** to the end of it.

Password: Your Password must be greater than 10 characters and contain a letter, a number, and at least one special character

If you do not enter your User Name and Password in the correct format, the following error will appear:

	* User Name	* Password
	<input type="text" value="jsmith"/>	<input type="password" value="....."/>
	Username must be in email format abc@xyz.com.	Your password must be greater than 10 characters contain a letter, number and at least one special character

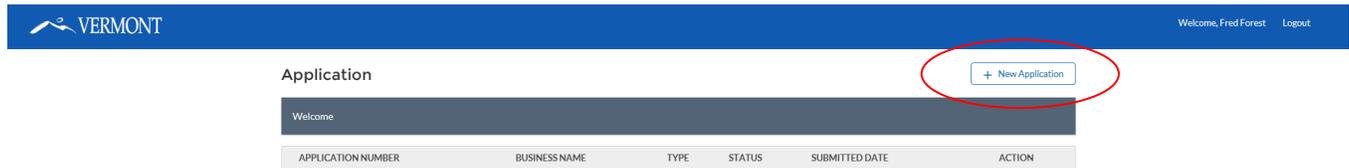
TIP: Write down your User Name and Password. Your User Name will be the email you entered with

‘vtgrants’ added to the end, e.g., smith@gmail.com.vtgrants

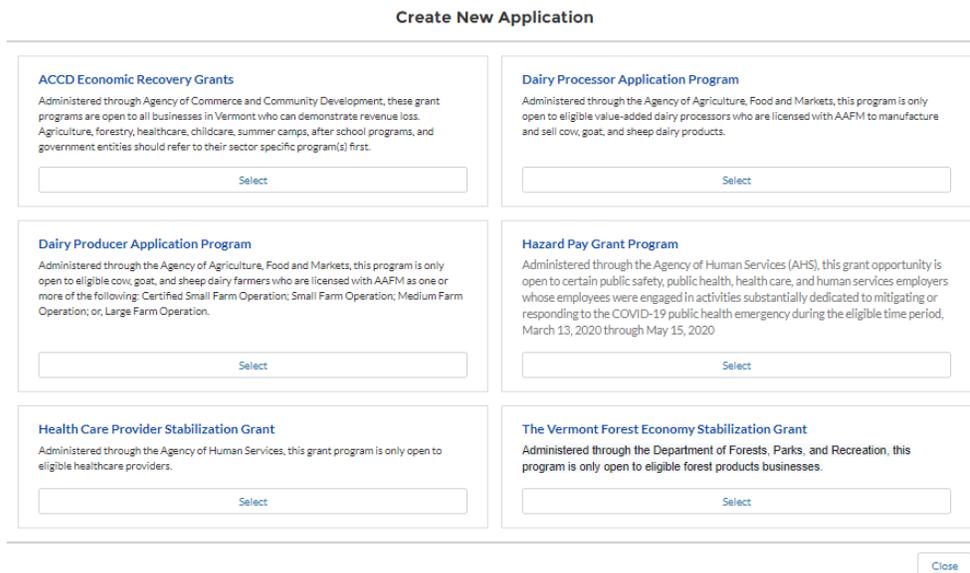
Step 3: Applicant Information

Create a New Application

When you have registered, you will see the dashboard. Click the “+ New Application” button.



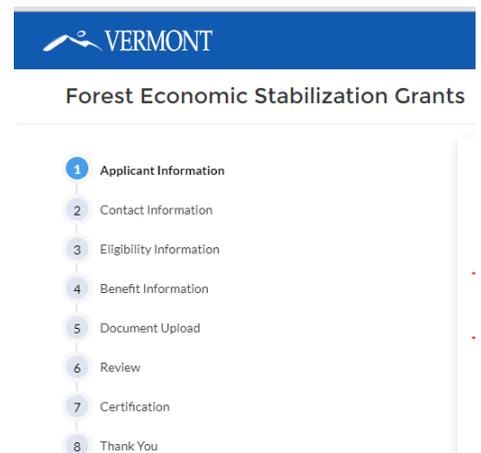
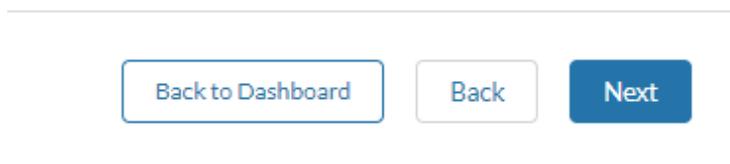
After clicking “+ New Application”, you will see the grant selection page. Scroll down and select “Forest Economy Stabilization Grant.”



Navigation

Use the eight navigation steps to keep track of where you are in the application process. (Right image)

Use the navigation at the bottom right hand side of the screen to move about your application. Do not use your browser’s back button. (Bottom image)

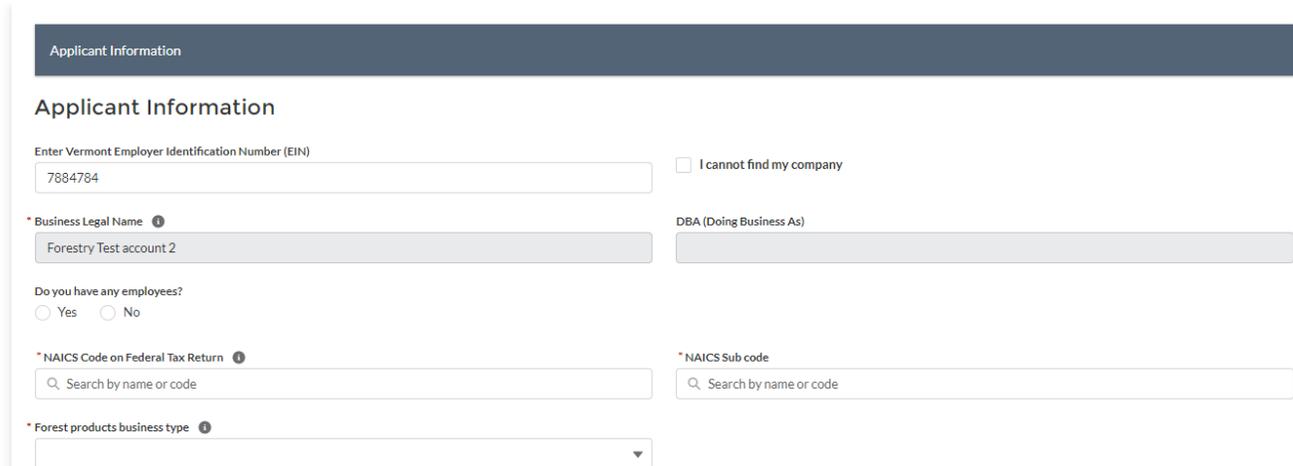


Applicant Information

Provide information about your business from your W9 form.

TIPS:

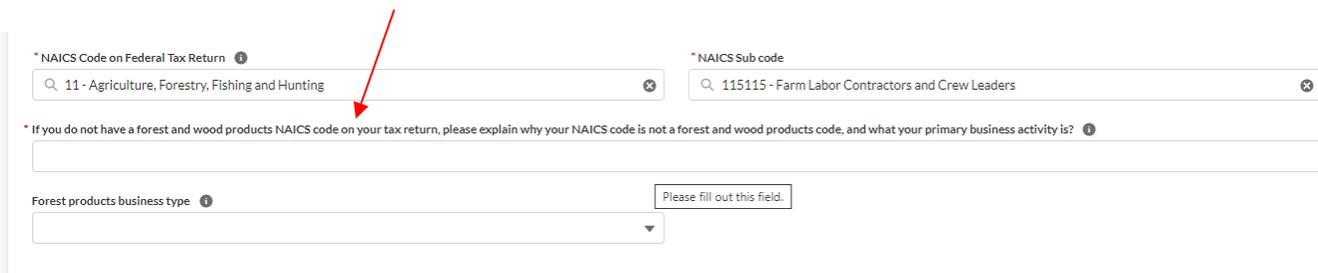
- As you are completing the application, hover your mouse over  to learn more about the information field.
- It's important to make sure you enter your full legal business name as indicated on your W9, e.g., LLC or Inc.



The screenshot shows the 'Applicant Information' section of a web form. It includes fields for: Vermont Employer Identification Number (EIN) with the value 7884784; Business Legal Name (Forestry Test account 2); DBA (Doing Business As); Do you have any employees? (radio buttons for Yes/No); NAICS Code on Federal Tax Return (searchable); NAICS Sub code (searchable); and Forest products business type (dropdown menu).

NAICIS Code

Fill in your business's NAICS code found on your federal tax return. If your NAICS code is not identified as a forest or wood products business, you will be asked to explain why and what your primary business activity is.



The screenshot shows the NAICIS Code section of the form. It features two search fields: 'NAICS Code on Federal Tax Return' with the value '11 - Agriculture, Forestry, Fishing and Hunting' and 'NAICS Sub code' with the value '115115 - Farm Labor Contractors and Crew Leaders'. A red arrow points to the first search field. Below these are a text area for explaining non-forest/wood products codes and a 'Forest products business type' dropdown menu with a 'Please fill out this field.' button.

All applicants will be asked to select their primary forest business type from the following drop-down list:

1. manager (consulting forestry services), **2.** harvesting (logging contractor or maple sap producer), **3.** trucking, **4.** processing (sawmill, fuelwood producer, veneer mill, pellet mill), **5.** manufacturing, **6.** Distribution (lumber distributors and wholesalers or log and pulp concentration yards), or **7.** crafter.

Tax Information

Continue with the application by providing information about your business based on your W9 form. If you have questions about the fields in this section, please refer to the sample Form W9 and instructions link in the application.

If you don't have a Federal Identification Number (EIN), e.g., sole proprietor, you will need to provide your Social Security Number.

Tax Information (principally from your W9)

Please complete the below information based on your Form W9. A sample Form W9 and instructions can be found here <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

* Name (as shown on income tax return) - Box 1 from W9 ⓘ

Business Name \ Disregarded Entity Name \ DBA (Doing Business As) - Box 2 from W9

* Federal Tax Classification - Box 3 from W9 ⓘ

Select Federal Tax Classification

Exempt Payee Code (if any) ⓘ

Exemption from FATCA Reporting Code (if any) ⓘ

* Street - Box 5 from W9 ⓘ

* City - Box 6 from W9 ⓘ

State - Box 6 from W9 ⓘ

Vermont

* County ⓘ

Select County

* Zip - Box 6 from W9 ⓘ

Federal Employer Identification Number (FEIN) - Part 1 from W9 ⓘ

Social Security Number ⓘ

* Please select which of the following is most applicable to your business

Select Your Business



The question ‘Please select which of the following is most applicable to your business:’ is most likely, ‘Other’.

STEP 4: PROVIDE CONTACT INFORMATION

You can add additional people to be contacts for the application by clicking the “Add Contact” button. Please note that only the primary contact can edit and receive communications about the application. The other contacts may access the application but will not receive any emails about it. If you are a third party supporting several applications, you can register under one account and manage several application by adding “+ New Applications” and accessing them from the dashboard.

STEP 5: DETERMINE YOUR ELIGIBILITY

You will now be asked a series of questions to further determine if your business is eligible. Read the questions thoroughly and click either “Yes” or “No.” If your answer to the question makes your business ineligible, you will see the following notification. Remember to click on the information icon for details.

Eligibility Information

Eligibility Information

* Is your business primarily engaged in managing, harvesting, trucking, processing, manufacturing, crafting, or distributing forest or wood products? ⓘ

Yes No

Unfortunately, based on your answers to the eligibility questions, your business does not currently qualify for a Forest Economy Stabilization Grant. To search for other grant resources, visit accd.vermont.gov or agriculture.vermont.gov/covidresponseresources

Eligibility Questions

- **Question 1: Is your business primarily engaged in managing, harvesting, trucking, processing, manufacturing, crafting, or distributing forest or wood products?**
 - Primarily engaged in means more than 50% of the annual gross revenue in 2019 for the entity applying is derived from a forest product businesses.
- **Question 2: Is any portion of the forest or wood products derived from Vermont forests?**
 - This means that you must manage, harvest, haul, process, manufacture, distribute, or craft forest and wood products (or forests) derived from Vermont forests, but there is not a percentage test applied to the volume of work in, or product from Vermont.
- **Question 3: Is your business domiciled or has its primary place of business in Vermont?**
 - This means that the businesses principle place of business is in Vermont - the address on your last Form W9 filed with the IRS must be Vermont.
- **Question 4: Was your business open and active before February 1st, 2020?**
- **Question 5: What is your 2019 topline revenue on your income statement?**
 - You can find you topline revenue in the following:
 - Partnerships: Form 1065 – Line 1c
 - Sole proprietorships: Form 1040, Schedule C – Line 2
 - C-corporations: Form 1020 – Line 1c
 - S-Corporations: Form 1020-S – Line 1c
 - Nonprofits: Form 990, Line 9 or Form 990 EZ, line 2
 - Estate and Trusts (filing Federal Form 1041): Schedule C, line 2
 - Sole proprietors with rental income: Form 1040, Schedule E
 - Profit or Loss from Farming: Form 1040, Schedule F
- **Question 6: Is not a business or organization, nor a subsidiary of a business or organization, nor owned by a business or organization, that reported more than \$20,000,000 in total revenue in 2019?**
 - If your business is NOT one of the situations described and reported less than \$20,000,000 in total revenue in 2019, select "yes".
- **Question 7: Do you certify that your business is open now, or if your business is currently required to be closed, that you intend to reopen your business when the guidelines of EO 01-20 allow you to reopen?**
 - The Governor’s Emergency Order of March 2020 creating the state of emergency can be found [here](#).
- **Question 8: Has your business experienced \$5,000 or more in total revenue loss in the months of March, April, May, June, and July of 2020 when compared to the total revenue in the same months of 2019?**
 - This means that your business experienced a cumulative revenue loss of \$5,000 or more during the months of March, April, May, June, and July of 2020 compared to 2019.

- In addition to your 2019 financial statements and 2020 year to date financial statements, you will need to enter your business’s revenue for these months for each year, 2019 and 2020, in the application – see below.
- If you choose not to report revenue for one month, e.g., July, you will need to put \$0 in both 2019 and 2020.
- Since your expenses may not be finalized for the month of July for several weeks, you can estimate expenses, but revenue will need to be finalized, and you may be required to submit final expenses for July at a later date.

* Has your business experienced \$5,000 or more in total revenue loss in the months of March, April, May, June, and July of 2020 when compared to the total revenue in the same months of 2019? ⓘ

Yes No

Month	2019 Revenue	2020 Revenue
March	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>

- **Question 9: Does your business have any unpaid taxes with the Vermont Department of Taxes that are not currently in a payment plan?**
- **Question 10: Please enter the maximum number of employees you had at any point during the time of January 1st, 2020 to the day of application?**
 - You can enter 0 or more employees.
- **Question 11: Is your business currently in Chapter 7 bankruptcy?**

STEP 6: PROVIDE INFORMATION ABOUT OTHER BENEFITS YOU MAY HAVE RECEIVED

When you click “Yes” for any benefits you may have received, you will be asked to provide the amount of those benefits.

Benefit Information

Benefit Information

* Did you receive compensation from an insurance company for the covered business interruption due to COVID-19?
 Yes No

* Has your business received a SBA-backed Payroll Protection Program loan (PPP)?
 Yes No

* Has your business received an Economic Injury Disaster Loan (EIDL)?
 Yes No

* Has your business received any other grants or non-loan compensation from any other federal program for damages incurred due to COVID-19?
 Yes No

* Have you received an economic recovery grant from the Agency of Commerce and Community Development, Agriculture, Food and Markets, Dept. of Tax, Working Lands Enterprise Initiative, or Other Vermont Agency?
 Yes No

* Other economic recovery grant compensation amount.

* Source of other economic recovery grants description.

STEP 7: UPLOAD RELEVANT DOCUMENTS

Make sure your documents are in **PDF file format**.

Note: Please upload all the required documents.

Document Uploads

* 2020 Income Statement broken down by Month

Upload Files Or drop files

* 2019 Income Statement broken down by Month

Upload Files Or drop files

* 2019 Federal Tax Returns

Upload Files Or drop files

* 2019 VT State Tax Returns

Upload Files Or drop files

When all documents have been uploaded, click **“Next.”** If you have made a mistake and need to delete a document, use the **trashcan** icon to delete and then upload a new document.

Note: Please upload all the required documents.

Document Uploads

* 2020 Income Statement broken down by Month

P&LStatement.pdf

* 2019 Income Statement broken down by Month

P&LStatement.pdf

* 2019 Federal Tax Returns

TaxReturn.pdf

* 2019 VT State Tax Returns

TaxReturn.pdf

[Back to Dashboard](#)

[Back](#)

[Next](#)



TIPS:

- If you are creating your income statements with QuickBooks, create a ‘custom’ report that revenue loss

and profit by month. [Learn more.](#)

- If your income statements, or Federal and State tax returns, are in the same PDF and you are unable to split them, upload the document twice.
- If you need to scan your documents, there are several free scanning apps that can be downloaded on your smartphone or tablet (Genius Scan, Adobe Scan).

STEP 8: REVIEW YOUR APPLICATION

Before completing your application, review all of the information provided to make sure all your information is correct. Remember to use the “Back” and “Next” buttons in the bottom righthand to navigate through the application.

STEP 9: CERTIFY YOUR APPLICATION

Read the statements and attest to them by clicking each of the boxes. Sign by typing your name. The current date will be filled into the form with your signature. When complete, click “Submit”.

Certification

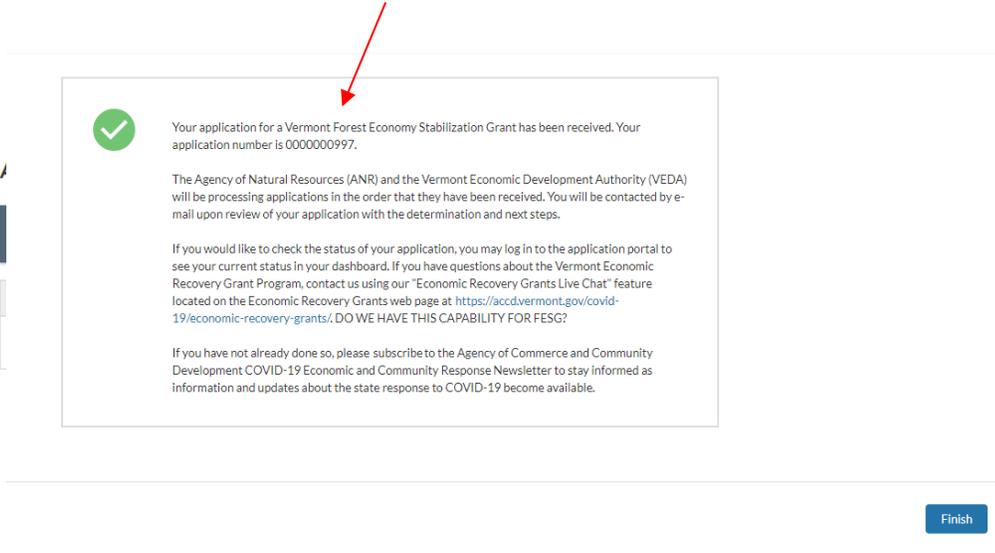
- I have the authority to request payment from the State of Vermont on behalf of the business submitting this application. I am requesting payment of the grant amount, determined by the Agency of Natural Resources and the Vermont Economic Development Authority, equal to the amount of demonstrated total lost revenue between the months of March, April, May, June and July of 2020 when compared to 2019
- I understand that the State of Vermont will rely on this certification as a material representation in making this grant award.
- I agree to have my information shared within state government and the state's contracted entities to process this grant and manage grant programs.
- As required by federal law, the proposed uses of the funds provided will be used only to cover those costs that:
- A. Are necessary expenditures incurred due to the public health emergency with respect to the COVID-19 public health emergency.
 - B. Relate to necessary costs/lost revenues during the period from March 1, 2020 through December 30, 2020.
 - C. Were not accounted for in the state budget most recently approved as of March 27, 2020.
 - D. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
 - E. Are not covered by other federal grants or federally forgiven loans that the business has received. For additional information on this requirement, see "About Duplication of Benefits" at <https://tax.vermont.gov/covid-19/duplication-of-benefits>.
- I agree that the business submitting this application must repay the grant or portion of the grant to Agency of Natural Resources if:
- A. Any grant funds received are based on incorrect representations made on this application or to the Agency of Natural Resources or the Vermont Economic Development Authority related to this application; or Any grant funds that are covered by other federal grants or federally forgiven loans received by the business. See "About Duplication of Benefits" at <https://tax.vermont.gov/covid-19/duplication-of-benefits> for how this will be determined. I agree that the final determination of whether there has been a duplication of benefits will be made by Agency of Natural Resources.
 - B. Further, to the extent lost revenue and expenses are less than the total award amount, I agree to return the balance of unspent funds to the State of Vermont, Secretary of Administration's Office.
 - C. Expenses covered by the funds received under this grant application/award have not been and will not be recovered using any other source of Federal funds.
- To the best of my knowledge, as of the date that this Application is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Entities that are suspended and/or debarred will have received a notification letter from the Federal Government. Information on suspension and debarment can be found [here](#).
- If the application results in the awarding of Federal grant funds, I will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, I will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.
- I attest, under penalty of perjury, that all information provided on this form is true and accurate. Further, I understand that intentional misrepresentation of information is fraud and may subject me to disqualification from receiving further benefits, administrative penalties, and criminal prosecution.
- I shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for five years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- Applicant agrees to spend these grant funds by December 30, 2020.
- I certify that the applicant is in good standing with the Vermont Department of Taxes.
- I certify that Applicant complies with local, state and federal labor laws.
- I certify that Applicant's submitted financial statements are true and correct.
- I certify that Applicant is in good standing with the Vermont Secretary of State.
- Under the penalty of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS notified me that I am no longer subject to backup withholding;
 IRS has notified the payee that backup withholding applies.
 3. I am U.S. citizen or other U.S. person (defined in the instructions); and
 4. The FATCHA code(s) entered on this form (if any) indicating that I am exempt from FATCHA reporting is correct.

By typing my name into this box, I hereby agree that this action constitutes my electronic signature.

* Attested by (must be business owner or principal, a US person)

* Date of Attestation

After submitting, record your **application number**, then click **“Finish”**.



After you click **“Finish”**, you may review your application by clicking **“View.”**

Your application will be added to the queue and reviewed by FPR in the order it was received. You will receive a confirmation email after you submit your application; check your spam filter if you do not receive it within a few minutes. An FPR staff member will reach out to you at the contact information you provided only if there are questions about your application. You will be notified of the decision via email to the primary contact as soon as practicable.

If you have questions about filling out the application, email us at
Forests.CovidResponse@vermont.gov