

## Premium Pay for Workforce Recruitment and Retention Grant Program Application Contents

### *Purpose:*

This list is for the purpose of informing grant applicants about the contents of the Premium Pay for Workforce Recruitment and Retention Grant Program online application. The certifications listed below are a required component of the online application which will be available at <https://humanservices.vermont.gov/recruitment-and-retention>.

### *Certifications:*

- I have the authority to bind the Applicant to all terms and conditions of the Premium Pay for Workforce Recruitment and Retention Grant Program, to make on behalf of Applicant all Pay certifications included herein, and to request payment from the State of Vermont on behalf of the Applicant.
- I have read and understand: (1) the statements included in this application, and (2) the Premium Pay for Workforce Recruitment and Retention Grant Program Guidance and the Premium Pay for Workforce Recruitment and Retention Grant Program Application Instructions.
- I have the authority to request payment from the State of Vermont. I am requesting payment for costs incurred in connection with section 602 of the Social Security Act, as amended by section 9901 of the American Rescue Plan Act, Public Law No. 117-2 (March 11, 2021) (“section 602”).
- As required by federal law, the State Fiscal Recovery Fund (SFR) will only be used for approved economic support or costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, in response to the COVID-19 public health emergency and its negative economic impacts.
- The Applicant will report on incurred expenses and/or losses, in a form and at a frequency prescribed by the State of Vermont and will cooperate with the State of Vermont in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 602.
- To the extent that actual expenditures or demonstrated need is less than the total award amount, the Applicant agrees to return the balance of unspent funds to the State of Vermont. If the United States Department of the Treasury recoups funds from the State of Vermont based on a determination that these award funds were used in a manner not in compliance with section 602, the Applicant agrees that the State of

Vermont may recover funds from the Applicant by reducing future funding in State budgets.

- The Applicant must repay the award or portion of the award to the Agency of Human Services if: any funds received were issued in error; are based on incorrect representations made to the Agency of Human Services; or any costs forming the basis of an award under this program are covered by other federal funds or federally forgiven loans received by the Applicant. I agree that the final determination of whether there has been a duplication of benefits and the amount to be repaid, if any, will be made by the Agency of Human Services.
- The Applicant shall distribute funds as premium pay to eligible employees in compliance with the U.S. Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds Final Rule](#), as well as state and federal guidance. The U.S. Department of the Treasury, [Coronavirus State and Local Fiscal Recovery Funds Final Rule](#), Section B. Premium Pay (p. 4396 – 4400) provides specific requirements related to eligibility of employees to receive premium pay.
- The Applicant shall maintain and make available to the State of Vermont and/or United States Department of the Treasury, upon request, all documents and financial records sufficient to establish compliance with section 602. Records and supporting documentation must be maintained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. Records to support compliance with subsection 602 may include, but are not limited to, copies of the following:

General ledger and subsidiary ledgers used to account for (a) the receipt of State Fiscal Recovery Fund (SFR) payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;

Budget records;

Payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;

Receipts of purchases made related to addressing the public health emergency due to COVID-19;

Contracts and subcontracts entered into using State Fiscal Recovery Fund (SFR) payments and all documents related to such contracts;

Grant agreements and grant subaward agreements entered into using State Fiscal Recovery Fund (SFR) payments and all documents related to such awards;

All documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;

All documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;

All internal and external email/electronic communications related to use of State Fiscal Recovery Fund (SFR) payments; and

All investigative files and inquiry reports involving State Fiscal Recovery Fund (SFR) payments.

- To the best of my knowledge, neither the Applicant nor the Applicant'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.
- The Applicant will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Applicant will submit a copy of the audit report to the State of Vermont within 9 months. 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 Applicant will submit reports as required by the State of Vermont, Agency of Administration, and/or Agency of Human Services.
- The Agency of Human Services may share the information on this federal award with other Vermont state agencies, and other Vermont agencies can share information with the Agency of Human Services for the purpose of verifying the Agency of Human Service's eligibility for this or another award or stimulus payment related to the COVID-19 pandemic.
- The Applicant authorizes the State of Vermont to share data relevant to this award with the U.S. Department of Treasury, including but not limited to previously submitted W-9 data that is related to this award.
- All of the Applicant's tax returns are completed and filed through the date of application filing.
- The Applicant complies with local, state and federal labor laws.

- The Applicant is in good standing with the Vermont Secretary of State.
- The Applicant has faced economic harm resulting from or exacerbated by the COVID-19 public health emergency. This award will support the Applicant in addressing the economic harm brought on by the COVID-19 public health emergency.
- I acknowledge and agree that if the Applicant receives a Premium Pay for Workforce Recruitment and Retention Grant Program award, the Applicant shall maintain all records pertaining to performance of its agreements and obligations under this application and the requirements of the Premium Pay for Workforce Recruitment and Retention Grant Program. "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 its agreements and obligations under this application and the requirements of the Premium Pay for Workforce Recruitment and Retention Grant Program. 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 this application and the Premium Pay for Workforce Recruitment and Retention Grant Program and for three 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 three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- I attest, under penalty of perjury, that all information provided on this form is true and accurate. I understand that the State of Vermont will rely on this certification as a material representation in making this federal award. Further, I understand that intentional misrepresentation of information is fraud and may subject me or my organization to disqualification from receiving further benefits, administrative penalties, and criminal prosecution.
- I acknowledge and agree that the Applicant will distribute the full amount of the grant award within twelve (12) months following receipt of the payment.
- The Applicant understands that, if Federal guidance on the regulations of the State Fiscal Recovery Fund change, it may change the terms of this award.