

Instructions - Request for Progress Payment for Large Payments-

When getting a progress payment (this is not a final payment) - This is for large payments

A town must-

- * Send a letter requesting the amount and include the PW number on Town letter head. Signed off by a town official.
- * All costs summarized on appropriate FEMA forms.
 - o Supporting documents (invoices, time sheets, equipment logs, etc.) organized and attached to the corresponding FEMA summary form.
- * Proof of payment of all requested costs –
 - o Copy of receipts and/or back up documentation of what they are requesting the money for.
 - o If that includes labor it should include time sheets.
 - o It should also include either a copy of the cancelled check and or check number and/or check statement indicating which check goes with which payment.
- * This should be all submitted to the grants unit and identified as a progress payment.

Vermont Agency of Transportation
Contract and Grants Unit
1 National Life Drive
5th Floor
Montpelier, VT 05633
- * It can be sent electronically if it is scanned.

Payments can be requested via email: coleen.krauss@state.vt.us,
rose.lessard@state.vt.us, pamela.sargent@state.vt.us , or
rebecca.tomaszewski@state.vt.us fax (802) 828-5989.