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 or pamela.sargent@state.vt.us, fax (802) 828-5989.