



VERMONT AGENCY OF EDUCATION

SCHOOL PCB GRANT WORKFLOW

Procedures for School PCB Grant applicants – Field Use

October 3, 2023

Issued by the Vermont Agency of Education

**1 National Life Drive, Davis 5
Montpelier, VT 05620-2501**

Introduction

Background

Through [Act 78 of 2023](#), the Vermont State Legislature made the following appropriations to support public and independent schools with a PCB School Action Level exceedance:

1. Grants to schools in the State that are required to conduct investigation, remediation, or removal of PCB contamination in the school after Agency of Natural Resources testing but have not received a grant from the Agency of Education for the costs of investigation, remediation, or removal. The grants shall be in an amount sufficient to pay for 100 percent of the school's investigation, remediation, or removal costs required by the Agency of Natural Resources Investigation and Remediation of Contaminated Properties Rule, including the costs incurred, when necessary, under State or federal law to relocate students to a facility during remediation or removal activities.
2. Grants to schools in the State that conducted investigation, remediation, or removal of PCBs in the school after Agency of Natural Resources testing and received a grant for 80 percent of the costs of remediation or removal from the Agency of Education. The grants under this subdivision (2) shall be in an amount that will reimburse the school for any remediation or removal costs not paid by the Agency of Natural Resources.*

*Please note, the AOE and ANR have determined that this is a misidentification of the Agency responsible for the disbursement of funds through the PCB Mitigation Grant, and that this should read "Agency of Education."

Eligible Costs

Cost eligibility, by statute (Act 78, Section C112.b.1), will be determined by the Department of Environmental Conservation (DEC). These may include costs associated with consultant and contractor services as part of the source investigation, mitigation, and remediation process; costs associated with the leasing of alternate learning spaces and transportation to those locations; purchase of equipment, supplies or services to effect approved mitigation strategies; and other approved costs to address the reduction of PCB in indoor air and removal of PCB contaminated materials from the school, as directed by the DEC.

Specific eligible costs are defined in the “Work Plan/Cost Estimate Approval” letter provided by DEC.

SU/SDs and Independent Schools are eligible to request reimbursement under this grant retroactive to August 1, 2022. Once they receive a grant award, applicants should submit for reimbursement/final close out within 120 days upon receipt of invoice from a consultant or vendor.

Procedure

Creating an Application

1. The LEA receives a written “Work Plan/Cost Estimate Approval” letter from DEC via email, which will provide a “Not to Exceed” (NTE) amount related to PCB mitigation and remediation costs.
2. Using the “Not to Exceed” amount provided, the LEA creates a new School PCB Grant application for the specific school in the AOE Grants Management System (“GMS”). This grant can be located in the “Continuation Grant” section in the GMS. More than one application can be created (if multiple schools in the SU/SD are impacted or a school has multiple rounds of eligible costs).
 - a. Application name: When prompted in GMS, the name of the application should reference the school (e.g. “Cabot Elementary”). In the event of multiple applications related to the same school or facility, use the same name as in the original application followed by a number corresponding to the number of applications (example, “Cabot Elementary 2”)
 - b. Independent Schools not already in GMS will need to complete the GMS onboarding process, starting with completion of the webform.

Registration can be submitted electronically at [Agency of Education \(AOE\) Grant Management System Registration](#). If the school has a parent organization, the parent organization should be the applicant for funds. **Please note, the registration process can take several weeks and users cannot proceed until registration is complete.**

- c. Independent Schools that do not own the property where PCB’s are identified will need to contact the AOE to discuss accessing funds. For assistance, please contact Jill.BriggsCampbell@vermont.gov.
- d. Schools can submit for both the 20% PCB Mitigation Grant cost share and for new DEC-approved costs in the same grant application by completing the “PCB Mitigation Grant” and “School PCB Grant” subtabs under the “Required Documents” tab.

For schools that received a PCB Mitigation Grant

1. Once an application has been created, the applicant should upload the DEC “Work Plan/Cost Estimate Approval” letter in the “School PCB Grant” subtab under the “Required Documents” tab.
 - a. Next applicants should input the total NTE amount in the 20% Award Calculator.
 - i. Please note: Applicants are requested to submit **all** of their PCB Mitigation grants in one application (i.e. upload all award letters, and total up the NTE amounts into the 20% Award Calculator).

- b. Finally, the applicant should check the “Notify AOE that these amounts are verified correct and final.” **Please Note:** The application is paused at this step and cannot be submitted at this time because there is no allocation in the Budget Detail page.

Example:

PCB Mitigation Grant

PLEASE NOTE: You should only complete this subtab if you received a PCB Mitigation Grant Award.

On this page, you will upload the Work Plan/Cost Estimate Approval letter and input your Not to Exceed amount in the cost share calculator for the PCB Mitigation Grant. The calculator will generate your 20% award for eligible costs approved by DEC through the PCB Mitigation grant.

Upload Work Plan/Cost Estimate Approval Letter(s)

File uploads must be not more than 15MB in size. The filename cannot contain any special characters such as periods, slashes, number signs, etc. (dashes and spaces are allowed). Files should be in Adobe Acrobat (.pdf), Microsoft Word (.doc/docx), or Microsoft Excel (.xls/xlsx) format. If you are amending a previous submission, simply attach a new file; the old file cannot and should not be removed, as it remains part of the legal record.

Choose File No file chosen **UPLOAD**


Uploaded Files:
No files are currently uploaded for this page.

DELETE SELECTED FILES

PCB Mitigation Grant 20% Award Calculator

In the calculator below, please input the total/ Not to Exceed Amount approved by DEC from your original PCB Mitigation Grants.

Total Not to Exceed Amount	\$	<input type="text"/>
20% Award	\$	<input type="text"/>

Notify AOE that these amounts are verified correct and final. 

Please Note: The application is paused at this step and cannot be submitted at this time.

For schools that did NOT receive a PCB Mitigation Grant

2. Once an application has been created, the applicant should upload the DEC “Work Plan/Cost Estimate Approval” letter(s) in the “School PCB Grant” subtab under the “Required Documents” tab.
 - a. Next applicants should input the total NTE amount in the School PCB Grant Award field.
 - i. Please note: if a school has more than one DEC “Work Plan/Cost Estimate Approval” they are requested to upload all of those letters and submit one total amount in the School PCB Grant Award field.
 - b. Finally, the applicant should check the “Notify AOE that these amounts are verified correct and final.” **Please Note:** The application is paused at this step and cannot be submitted at this time because there is no allocation in the Budget Detail page.

Example:

OVERVIEW	INSTRUCTIONS	CONTACT INFORMATION	REQUIRED DOCUMENTS	BUDGET DETAIL	BUDGET SUMMARY	BUSINESS MANAGER REVIEW	ASSURANCES	SUBMIT	AMENDMENT DESCRIPTION	APPLICATION HISTORY	APPLICATION PRINT
PCB MITIGATION GRANT		SCHOOL PCB GRANT									
School PCB Grant											
<p>On this page, you will upload the Work Plan/Cost Estimate Approval letter and input your Not to Exceed amount below for the School PCB Grant.</p> <p>Please Note: You should not input any letters on this page for which you have already received a PCB Mitigation Grant award. This page is only for NEW DEC-approved costs.</p> <p>Upload Work Plan/Cost Estimate Approval Letter(s)</p> <p>File uploads must be not more than 15MB in size. The filename cannot contain any special characters such as periods, slashes, number signs, etc. (dashes and spaces are allowed). Files should be in Adobe Acrobat (.pdf), Microsoft Word (.doc/docx), or Microsoft Excel (.xls/xlsx) format. If you are amending a previous submission, simply attach a new file; the old file cannot and should not be removed, as it remains part of the legal record.</p> <p>Choose File No file chosen UPLOAD</p> <p>Uploaded Files: No files are currently uploaded for this page. DELETE SELECTED FILES</p> <p>School PCB Grant Award</p> <p>Total Not to Exceed Amount \$ <input type="text"/></p> <p><input type="checkbox"/> Notify AOE that these amounts are verified correct and final. ←</p> <p>Please Note: The application is paused at this step and cannot be submitted at this time.</p>											

Completing the Application and Submitting for Reimbursement

1. The AOE verifies the Award Calculator from the GMS amount against the “Work Plan/Cost Estimate Approval “letter from DEC.
2. Once confirmed, the AOE will load the allocation and notify the applicant via email and invite them to complete the application.
3. The applicant returns to the GMS application to complete the Budget Detail, Business Manager Review and Assurances tabs and submits the application for review.
4. Once approved, the applicant receives a grant award notification.
5. The applicant must submit for reimbursement/final close out within 120 days upon receipt of an invoice. The accounting detail should demonstrate that the applicant has paid 100% of the invoiced costs.
6. If the same project/school incurs additional costs and receives additional DEC approval, the SU/SD or Independent School needs to create a new application (they cannot amend this application to increase the award amount) and name it appropriately (e.g. Cabot Elementary 2).

Questions?

- Questions regarding School PCB Grants can be directed to Jill Briggs Campbell at Jill.BriggsCampbell@vermont.gov.
- Questions regarding GMS can be directed to AOE.GMSHelp@vermont.gov.