



Checklist for 3-Acre Permit Obtainment Assistance (POA) Applicants

The purpose of this document is to instruct program participants on the steps to go from “unapplied” to “ready to invoice” status within the POA program.

Apply for Beneficiary Program

☐ **Ensure you meet the eligibility requirements for this program.**

- a. Landowners/permittees associated with most 3-acre sites in the Lake Memphremagog, Lake Champlain, and stormwater impaired basins are eligible to apply.
- b. Ineligible sites include:
 - i. State and federally owned properties
 - ii. Manufactured housing communities (MHCs) participating in the existing state-funded Three-Acre Permit engineering services contract
 - iii. Public schools eligible to participate in the existing Green Schools Initiative
 - iv. Businesses that do not attest that they are a “small business enterprise”
 - v. 3-acre sites that have been integrated into a Municipal Separate Storm Sewer System (MS4) permit phosphorus reduction target. (These sites are no longer subject to the Three-Acre Permit standards or timeline and are therefore ineligible to receive this assistance.) Landowners located within an MS4 community may consult with their municipal representatives to confirm if their site is integrated into the applicable MS4 permit. See [list of MS4 communities here](#).

☐ **Identify the proper person for application submission.**

- a. The application must be completed by a permittee that has been or will be listed on a Three-Acre Permit Full Notice of Intent (NOI) application. If the applicant is the point of contact for multiple 3-acre sites, be advised that the applicant should fill out a separate application for each site.

- ☐ **Have the following items readily available in order to fill out the application properly.**
 - a. Name and contact information of the applicant's point of contact.
 - b. Availability to the applicant's authorized signer, if different from the point of contact.
 - i. If the applicant is an entity, the authorized signer for the entity must sign the "Assurances" section of this application.
 - ii. If the applicant is an individual applying on behalf of the 3-Acre Site owner, the 3-Acre Site owner must sign the "Assurances" section of this application.
 - iii. If the applicant is the 3-Acre Site owner, they must sign the "Assurances" section of this application.
 - c. Permit Navigator Number.
 - i. If you currently do not have a Permit Navigator Number, please [click here](#).
 - d. Stormwater Permit or Project Number.
 - i. If you do not know your Stormwater Project Number, please [click here](#).
 - e. Amount of [eligible impervious surface area](#) (number of acres) subject to three-acre requirements under Section 1.3.D. of General Permit 3-9050
 - f. Disclosure of all other grants or loan forgiveness applications sought or awarded to permittee or co-permittees for the 3-Acre site that is the subject of the application.
- ☐ **Apply to the 3-acre POA program on ANR Online before **October 31st, 2024 at 4:00 pm**.**
 - a. [Click here](#) to navigate to the ANR Online ARPA 3-Acre Permit Assistance Form or search for the "ARPA 3-Acre Permit Assistance Form" at ANR Online.
 - b. Please allow up to two weeks for application processing.
- ☐ **Receive Award Letter.**
 - a. If the program deems your site as eligible for funding, the primary point of contact listed in the application will receive an award letter via email. Be sure to read the award thoroughly as it contains important information about award structure and requirements for program participation.

Submit Required Vendor Documents (Only After Receiving Award Letter)

- ☐ **Identify the award structure/pathway your project will follow from the award letter.**
 - a) There are two award pathways detailed in the award letter that indicate your payment structure/invoicing options. Your award pathway is determined based on where your project

is in the permit process upon applying to the POA program, as follows. Pathway determination is based solely on project status and may not be selected by the applicant.

- i) Upon applying to the POA program, if you already applied for Three-Acre Permit coverage (i.e., Full Notice of Intent submittal), you will be reimbursed for costs incurred following Three-Acre Permit obtainment/authorization, as long as all work occurred on/after March 3, 2021.
- ii) Upon applying to the POA program, if you have not yet submitted a Three-Acre Permit application (i.e., Full Notice of Intent submittal) you may invoice periodically while your Three-Acre Permit project is in progress.

☐ **Determine individual/entity to receive beneficiary funds.**

- a) If beneficiary would like DEC to pay their engineer/third party directly, fill out the attached [Direct Payment Form \(DPF\)](#) and submit to anr.arpa3acsw@vermont.gov.

☐ **Whoever is to receive beneficiary funds must submit a completed W-9 to anr.arpa3acsw@vermont.gov.**

- a) [Click here to download W-9 guidance.](#)

☐ **Work with program staff if any W-9 corrections are needed.**

- a) Once W-9 is accepted, your site may begin to invoice following your award pathway's invoicing/payment structure.