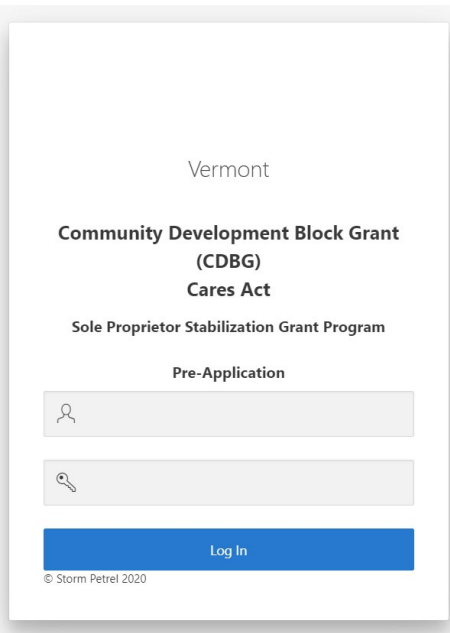


**Sole Proprietor Stabilization Program
Vermont Community Development Block Grant (CDBG) CARES Act (CV)
Grant Pre Application & Application Instructions**

Storm Petrel, LLC – Tempest-GEMS:

This grant program will be administered using the Vermont based software development firm, Storm Petrel, LLC, and its Tempest-GEMS grant management web-based portal application. Automatically generated emails will come from support@storm-petrel.com. If you do not receive auto replies, please check your spam folder, and make this a friendly email address.



Phase 1 of Grant Process: Pre-Registration Phase

Access Pre-Application Phase at

<https://accd.tempest-gems.com>

**Universal Username = VT-CDBG-CV
Universal Password = COVID-19**

Approval of your pre-registration request will ensure you / your business is a Vermont based entity and will then provide a unique username and password for access to the Grant Application Portal. You will be notified via email of your username and password, and this will allow you start / stop access during the grant application phase.

For a tutorial on how to use the Pre-Registration Portal and Program Lifecycle go to <https://youtu.be/fphryQjtAnM>

There are additional HELP features once you access the Pre Application Portal in the top toolbar.

Additionally, please utilize our Frequently Asked Questions https://docs.google.com/document/d/e/2PACX-1vTMsgoCHaR_OfcnTbJVase43cRFRXdy-CPbklQiMnclF4igXmI-IQ6QKVeBUMMG-LwpzqdKVmh8x-9a/pub?urp=gmail_link which will be updated on a regular basis.

For Non-English Speaking Assistance please feel free to contact:

Asma Abunaib
Microbusiness Program
Champlain Valley Office of Economic Opportunity (CVOEO)
aabunaib@CVOEO.org

Goma Mabika
Hemant Tamang-Ghising
Vermont New American Advisory Council
Gomamabika@gmail.com
Hemantamang2009@gmail.com

All YouTube Videos are now available with subtitles. The subtitles are presented in English, French and Spanish.

For General Assistance on questions not covered in the Frequently Asked Questions, contact:

Those located in the counties of Windsor, Orange, Caledonia, Essex, Orleans, Franklin, Grand Isle, and Chittenden can also reach out to Two Rivers – Ottauquechee Regional Commission at

CDBG-CV@trorc.org

Those located in the counties of Windham, Bennington, Rutland, Addison, Washington, and Lamoille can also reach out to Brattleboro Development Credit Corporation at

CDBG-CV@brattleborodevelopment.com

A CALL CENTER IS NOT AVAILABLE FOR THIS PROGRAM, PHONE CALLS WILL NOT BE ACCEPTED OR RETURNED.

IMPORTANT: Dun & Bradstreet DUNS #: REQUIRED

THIS PROGRAM DOES REQUIRE AN APPLICANT TO HAVE A DUNS # PRIOR TO THE PRE-REGISTRATION PHASE FOR ACCESS TO THE TEMPEST-GEMS GRANT MANAGEMENT APPLICATION.

TO REQUEST A FREE DUNS # GO TO <https://www.dnb.com/>

FOR A HOW TO REQUEST A FREE DUNS # GO TO <https://youtu.be/livjwzuTD3g>

Prior to the Pre-Registration or Grant Application Phase gather the following information / documents:

All documents required for upload must be in PDF format.

- Your DUNS #
- Your NAICS Code
- A pdf scan of the front of your driver's license or a state-issued photo ID
- A pdf scan of the back your driver's license or a state-issued photo ID
- Tax Returns – Please redact SS# leaving last 4 digits prior to upload.
 - 2018 Tax Returns
 - 2019 Tax Returns

- If 2019 Tax Returns are not available please choose from one of the following options, and upload:
 - provide a written narrative as to the status and date for filing, or
 - provide year to date business financial statements with previous year comparison (i.e. BS and P&L).
 - Summary of Revenue for the following timeframes, if applicable:
 - February 15, 2020 – March 31, 2020
 - YTD 2020 Revenue
 - 2019 Revenue
 - 2018 Revenue
 - Total household income for the past 6 months.
 - Total amount of pandemic-related state / federal financial assistance received so far in 2020.
-

Phase 2 of Grant Process: Grant Application Phase

Once your pre-registration request is approved you will receive an email providing you with a confirmation that your account has been set up, a unique username, temporary password (which you will have to change), URL for the grant application, and a contact email should you need support. Depending on number of pre-registration requests you should receive credentials within 24 hours. If you have not entered accurate information, an incorrect DUNS #, or it can not be validated that you are a Vermont based Sole Proprietor your pre-registration will be denied, and you will be notified via an email.

For Example:

Applicant POC:

An account for Tempest-GEMS has been created for you.

Your username is: bsmith@brattleborodevelopment.com

Your temporary password is: Va9S9WGG99

The URL for the application is: <https://tempest-gems.com>

This request was made on: 07/13/2020 01:53 PM.

If you believe this to be in error or you require further support please email: Support@storm-petrel.com.

When you access the Grant Application, and select the Grant (Vermont Community Development Block Grant (CDBG) Cares Act Sole Proprietor Stabilization Grant Program) the right hand toolbar will have the grant modules you will be using, and as described in the training video, of:

- Grant Selector
 - Score Card
 - Estimates
 - Family Income Statement
 - Documents
-

Re: Required Documents –

Note: Please block out any SSI (Sensitive Security Information) prior to uploading. Documents must be in PDF format only.

To upload documents, go to the **Documents** section on the left hand menu and upload documents that match the following types:

7/21/2020 4:35:58 PM

- State-Issued Photo ID - Front
- State-Issued Photo ID - Back
- Family Income Statement
- Tax Return 2018
- Tax Return 2019

The following are optional:

- Tax Return Alternate 2019 Narrative
- Tax Return Alternate 2019 Balance Sheet
- Tax Return Alternate 2019 Profit & Loss

A YouTube video on completing the grant application is available at https://youtu.be/an42_D0tKBU.

There are additional HELP features once you access the Grant Application in the top toolbar.

Additionally, please utilize our Frequently Asked Questions https://docs.google.com/document/d/e/2PACX-1vTMsgoCHaR_OfcnTbJVase43cRFRXdy-CPbkiQiMncIF4igXmI-IQ6QKVeBUMMG-LwpzqdKVmh8x-9a/pub?urp=gmail_link which will be updated on a regular basis.

Program Support:

- Pre-Registration Requests and Grant Applications are only being accepted electronically via Tempest – Gems.com.
- System support requests should be sent to: support@tempest-gems.com

Eligibility Questions can be submitted via email as follows:

Those located in the counties of Windsor, Orange, Caledonia, Essex, Orleans, Franklin, Grand Isle, and Chittenden can also reach out to Two Rivers – Ottauquechee Regional Commission at -

CDBG-CV@trorc.org

Those located in the counties of Windham, Bennington, Rutland, Addison, Washington, and Lamoille can also reach out to Brattleboro Development Credit Corporation at -

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