



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: January 25, 2010
Subject: JFO #2424

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2424 — \$497,000 grant from the U.S. Department of Agriculture Forest Service to the Vermont Department of Forests, Parks & Recreation. These funds will be used to maintain or create jobs through the conducting of forest health management activities on federal forest lands and recreational sites on National Forest Service lands. **The establishment of twelve (12) temporary positions is associated with this request, as is the retention of two existing positions.**
[JFO received 12/21/09]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Jason Gibbs, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 22, 2009
Subject: Grant Requests

Enclosed please find two (2) requests that the Joint Fiscal Office has received from the administration. If approved, these requests would result in the establishment of 3 new limited service positions and create 12 new temporary positions, while maintaining 2 other temporary positions.

JFO #2423 — Request to **establish three (3) limited service positions** in the Department of Public Service. These positions are intended to provide administrative, financial, and technical support associated with increased workload generated by American Recovery and Reinvestment Act (ARRA) grants. Funding for these positions is provided by \$717,606.20 from the Energy Efficiency and Conservation Block Grants awarded under the American Recovery and Reinvestment Act, and approved in Sec. B.235 of Act 1 of the 2009 Special Session.

[JFO received 12/16/09]

JFO #2424 — \$497,000 grant from the U.S. Department of Agriculture Forest Service to the Vermont Department of Forests, Parks & Recreation. These funds will be used to maintain or create jobs through the conducting of forest health management activities on federal forest lands and recreational sites on National Forest Service lands. **The establishment of twelve (12) temporary positions is associated with this request, as is the retention of two existing positions.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 12/21/09]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by January 6 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Davis O'Brien, Commissioner
Jason Gibbs, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative David Deen
Senator Virginia Lyons

From: Nathan Lavery, Fiscal Analyst

Date: December 22, 2009

Subject: JFO #2424

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, Representative Michael Obuchowski asked that I forward to you a copy of the enclosed American Recovery and Reinvestment Act grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

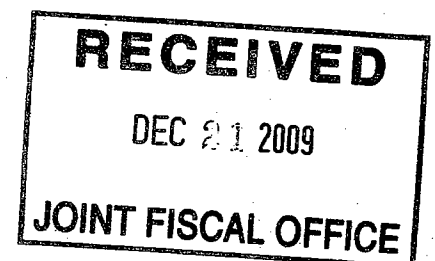
To: Joint Fiscal Office

From: Mel Adams, Director 

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST: ARRA Competitive Grant (Alternate Form AA-1) Other ARRA Activity (Not subject to AA-1 Process)

Revision? Yes Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for:
 1) acceptance of all ARRA Discretionary Grants, and
 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING DB #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources 2. Department (ARRA-F): Forests, Parks & Recreation
 3. ARRA Activity (ARRA 1-01): Forest Health Management 3a. ARRA Code (ARRA 2-1): C36
 4. Legal Title of Grant: Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project
 4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613 4b. CFDA # (ARRA-E): 10.688
 5. Federal (or VT) Funding Agency (ARRA-A): USDA Forest Service 5a. Award Date: 11/12/2009

6. Award Amount or Best Estimate: \$497,000 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
 From: 11/12/2009 To: 9/30/2011

7a. Date by which ARRA funds must be: Obligated by Date: and/or Spent by Date: 9/30/2011

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The primary purpose of this Program of Work is to maintain jobs, reinstate jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:
 Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$	\$64,000	\$192,000	\$	\$	
3 rd Party Contracts	\$	\$40,750	\$122,250	\$	\$	
Operating Expenses	\$	\$19,500	\$58,500	\$	\$	
Grants/Sub-Awards	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	
Revenues:						
State Funds:	\$	\$	\$	\$	\$	
Cash	\$	\$	\$	\$	\$	
In-Kind	\$	\$	\$	\$	\$	
ARRA Federal Funds:	\$	\$	\$	\$	\$	
(Direct Costs)	\$	\$113,112	\$339,337	\$	\$	
(Statewide Indirect)	\$	\$	\$	\$	\$	
(Dept'l Indirect)	\$	\$11,138	\$33,413	\$	\$	
Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	<i>497K TOTAL</i>

DeptID/Appropriation: Other VISION Chartfield Total Amount (all FYs) Comments

130020000	22040/2155	\$ 0,000
6130030000	22040/2155	\$ 100,000
6130010000	22040/52155	\$ 50,000
		\$
		\$
Total		\$ 497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
State Park Naturalist (PG 11)			12	867
Conservation Education Coordinator	1	1,040		
Forester	1	2,080		
Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

AUTHORIZATION BY AGENCY/DEPARTMENT SUPERVISORS

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-IPN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <u>Steven Sinclair</u>	Date: 12/3/09
	Name: Steven Sinclair Title: Director of Forests	
	Department Head: <u>Jason Gibbs</u>	Date: 11/30/09
	Name: Jason Gibbs Title: Commissioner	
	Agency Secretary (if required): <u>Jonathan Wood</u>	Date: 12/1/09
	Name: Jonathan Wood Title: Secretary	

APPROVAL BY FINANCE & MANAGEMENT (CONTINGENT FUNDS ONLY)

<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$ 0	FY 2010 \$ 124,250.00
	Cite(s):	Cite(s): Excess Receipt
Analyst (initial): <u>GA</u>	Date: 12/7/09	Commissioner Finance & Management (initial): <u>SM</u> Date: 12/7/09

Signature of Assigned SR: [Signature] Date: 12/4/09

The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Accepted	(Secretary's signature or designee) <u>Tu ell</u>	Date: 12/5/09
<input type="checkbox"/> Rejected		Date:

ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Request to JFO	(Governor's signature or designee) <u>[Signature]</u>	Date: 12/15/09
<input type="checkbox"/> Rejected		Date:

17. SENT TO JFO		Date:
<input type="checkbox"/>	Sent to JFO	
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

We request fifteen (15) "maintenance series" positions to be used as helpers to meet maintenance needs throughout the system. The season for these positions is February 22

through October 24. Up to four of these positions may come on a little earlier in the year or stay a little later in the year to assist with capital construction projects.

We also request 12 "maintenance series" positions to be used for hazardous tree removal after parks close. We have a very limited time span to get these trees cut before bad weather is upon us. After these trees are marked, we cannot open our parks the next spring until they are cut. We want to keep four (4) positions on October 25 through January 30, 2010, but the other eight positions would end on December 5.

We request two Innkeeper positions to work from December 27th to November 27th. These positions operate Seyon Ranch State Park which is our only lodge in the park system. They prepare and serve food as well attend to all other operations of the lodge.

We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

Forestry

An Environmental Scientist II is needed at the Forest Biology Lab from January 1 through December 31.

As in past years, we understand that the Agency of Natural Resources Personnel Administrator, or their designee, will determine eligibility of each candidate prior to hiring, promoting, demoting or placing in a class following review of the candidate's application.

Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "**Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009**," and the Office of Management and Budget's Federal Register Notice located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

<p>➤ 10.688 Wildland Fire Management American Reinvestment and Recovery Act of 2009 and Public Law 111-5</p>

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

<p>➤ <u>OMB Circular A-87</u> (2 CFR Part 225) Cost Principles for States & Local Governments</p>	<p>State and Local Governments</p>
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ADMINISTRATIVE STANDARDS

<p>➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments</p>	<p>State and Local Governments and Indian Tribes</p>
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Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.


Grants and Agreements Specialist

11/12/09
DATE

Approval:

This Federal financial assistance award and obligation is approved.


KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09
DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:


NAME OF AUTHORIZED REPRESENTATIVE

11/30/09
DATE

Commissioner
TITLE


NAME OF AUTHORIZED REPRESENTATIVE

11/20/09
DATE

Director of Forests
TITLE

Remarks:



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

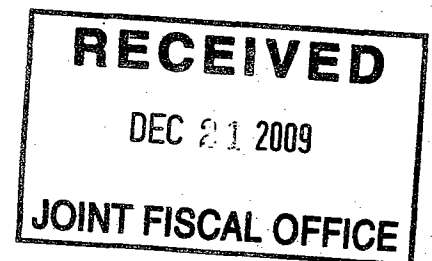
To: Joint Fiscal Office

From: Mel Adams, Director 

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST: ARRA Competitive Grant (Alternate Form AA-1) Other ARRA Activity (Not subject to AA-1 Process)

Revision? Yes Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for:
 1) acceptance of all ARRA Discretionary Grants, and
 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING DB #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources 2. Department (ARRA-F): Forests, Parks & Recreation
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 4. Legal Title of Grant: Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project
 4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613 4b. CFDA # (ARRA-E): 10.688
 5. Federal (or VT) Funding Agency (ARRA-A): USDA Forest Service 5a. Award Date: 11/12/2009

6. Award Amount or Best Estimate: \$497,000 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
 From: 11/12/2009 To: 9/30/2011

7a. Date by which ARRA funds must be: Obligated by Date: and/or Spent by Date: 9/30/2011

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The primary purpose of this Program of Work is to maintain jobs, reinstate jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:
 Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
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State Funds:	\$	\$	\$	\$	\$	
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Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	<i>497K Total</i>

DeptID/Appropriation: Other VISION Chartfield Total Amount (all FYs) Comments

Program DB: 313

30020000	22040/2155	\$ 0.000
3130030000	22040/2155	\$ 175,000
6130010000	22040/52155	\$ 50,000
		\$
		\$
Total		\$ 497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
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Conservation Education Coordinator	1	1,040		
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Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION AGING / DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <u>Steven Sinclair</u> Name: Steven Sinclair	Title: Director of Forests	Date: 12/3/09
	Department Head: <u>Jason Gibbs</u> Name: Jason Gibbs	Title: Commissioner	Date: 11/30/09
	Agency Secretary (if required): <u>Jonathan Wood</u> Name: Jonathan Wood	Title: Secretary	Date: 12/1/09

14. REVIEW BY FINANCE & MANAGEMENT (COMMITTEE OF STATE DEPT. (OPTIONAL))

<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$ 0	FY 2010 \$ 124,250.00
	Cite(s):	Cite(s): EXCESS RECEIPT

Analyst (initial): GA Date: 12/7/09 Commissioner Finance & Management (initial): SM Date: 12/7/09

Director of Administration: Mark Cannon Date: 12/4/09

The following sections are required ONLY when Form AA-1 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Accepted	(Secretary's signature or designee) <u>Ta ell</u>	Date: 12/8/09
<input type="checkbox"/> Rejected		Date:

16. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Request to JFO	(Governor's signature or designee) <u>[Signature]</u>	Date: 12/15/09
<input type="checkbox"/> Rejected		Date:

17. SENT TO JFO

Sent to JFO

Date:

18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

- Request Memo
- Dept. project approval (if applicable)
- Notice of Award

- Grant Agreement
- Governor's Certification (if applicable)
- Notice of Donation (if any)

- Grant (Project) Timeline (if applicable)
- Request for Extension (if applicable)
- Form AA-1PN attached (if applicable)

Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

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We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

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Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "**Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009**," and the **Office of Management and Budget's Federal Register Notice** located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

<p>➤ 10.688 Wildland Fire Management American Reinvestment and Recovery Act of 2009 and Public Law 111-5</p>

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

<p>➤ <u>OMB Circular A-87 (2 CFR Part 225)</u> Cost Principles for States & Local Governments</p>	<p>State and Local Governments</p>
--	---

ADMINISTRATIVE STANDARDS

<p>➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments</p>	<p>State and Local Governments and Indian Tribes</p>
--	---



Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

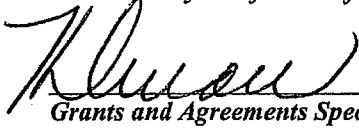
Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.


Grants and Agreements Specialist

11/12/09
DATE

Approval:

This Federal financial assistance award and obligation is approved.


KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09
DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:


NAME OF AUTHORIZED REPRESENTATIVE

11/30/09
DATE

Commissioner
TITLE


NAME OF AUTHORIZED REPRESENTATIVE

11/20/09
DATE

Director of Forests
TITLE

Remarks:



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

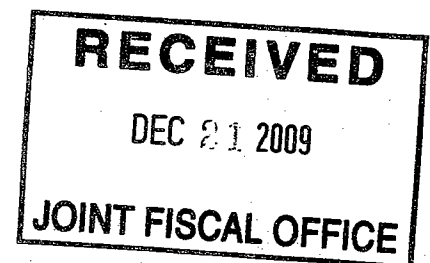
To: Joint Fiscal Office

From: Mel Adams, Director 

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST:	<input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING DB: #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources		2. Department (ARRA-F): Forests, Parks & Recreation	
3. ARRA Activity (ARRA 1-01): Forest Health Management		3a. ARRA Code (ARRA 2-1): C36	
4. Legal Title of Grant:	Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project		
4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613	4b. CFDA # (ARRA-E): 10.688		
5. Federal (or VT) Funding Agency (ARRA-A):	USDA Forest Service	5a. Award Date: 11/12/2009	
6. Award Amount or Best Estimate: \$497,000		6a. Check if this amount is an estimate: <input type="checkbox"/>	
7. Grant Period (ARRA-H)	11/12/2009	To:	9/30/2011
7a. Date by which ARRA funds must be:		<input type="checkbox"/> Obligated by Date: and/or <input checked="" type="checkbox"/> Spent by Date: 9/30/2011	

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 The primary purpose of this Program of Work is to maintain jobs, reinstate jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:
 Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$	\$64,000	\$192,000	\$	\$	
3 rd Party Contracts	\$	\$40,750	\$122,250	\$	\$	
Operating Expenses	\$	\$19,500	\$58,500	\$	\$	
Grants/Sub-Awards	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	
Revenues:						
State Funds:	\$	\$	\$	\$	\$	
Cash	\$	\$	\$	\$	\$	
In-Kind	\$	\$	\$	\$	\$	
ARRA Federal Funds:	\$	\$	\$	\$	\$	
(Direct Costs)	\$	\$113,112	\$339,337	\$	\$	
(Statewide Indirect)	\$	\$	\$	\$	\$	
(Dept'l Indirect)	\$	\$11,138	\$33,413	\$	\$	
Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	497K Total ✓

DeptID/Appropriation:	Other VISION Chartfield	Total Amount (all FYs)	Comments
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Program DB: 313

6130020000	22040/2155	\$ 000
6130030000	22040/2155	\$ 100,000
6130010000	22040/52155	\$ 50,000
		\$
		\$
Total		\$ 497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
State Park Naturalist (PG 11)			12	867
Conservation Education Coordinator	1	1,040		
Forester	1	2,080		
Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION/AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <u>Steven Sinclair</u>	Date: 12/3/09
	Name: Steven Sinclair Title: Director of Forests	
	Department Head: <u>Jason Gibbs</u>	Date: 11/3/09
	Name: Jason Gibbs Title: Commissioner	
	Agency Secretary (if required): <u>Jonathan Wood</u>	Date: 12/1/09
	Name: Jonathan Wood Title: Secretary	

14. REVIEW BY FINANCE & MANAGEMENT (CONTINGENT LIABILITY RECEIPT)

<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$ 0	FY 2010 \$ 124,250.00
	Cite(s):	Cite(s): Excess RECEIPT
Analyst (initial): <u>GA</u>	Date: 12/7/09	Commissioner Finance & Management (initial): <u>SM</u> Date: 12/7/09

Assigned SR Director's Signature: [Signature] Date: 12/4/09

The following sections are required ONLY when Form ESR-2 is a submission of Form AA-1

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Accepted	(Secretary's signature or designee) <u>Tu ell</u>	Date: 12/5/09
<input type="checkbox"/> Rejected		Date:

16. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Request to JFO	(Governor's signature or designee) <u>[Signature]</u>	Date: 12/15/09
<input type="checkbox"/> Rejected		Date:

17. SENT TO JFO

<input type="checkbox"/> Sent to JFO	Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

We request fifteen (15) "maintenance series" positions to be used as helpers to meet maintenance needs throughout the system. The season for these positions is February 22

through October 24. Up to four of these positions may come on a little earlier in the year or stay a little later in the year to assist with capital construction projects.

We also request 12 "maintenance series" positions to be used for hazardous tree removal after parks close. We have a very limited time span to get these trees cut before bad weather is upon us. After these trees are marked, we cannot open our parks the next spring until they are cut. We want to keep four (4) positions on October 25 through January 30, 2010, but the other eight positions would end on December 5.

We request two Innkeeper positions to work from December 27th to November 27th. These positions operate Seyon Ranch State Park which is our only lodge in the park system. They prepare and serve food as well attend to all other operations of the lodge.

We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

Forestry

An Environmental Scientist II is needed at the Forest Biology Lab from January 1 through December 31.

As in past years, we understand that the Agency of Natural Resources Personnel Administrator, or their designee, will determine eligibility of each candidate prior to hiring, promoting, demoting or placing in a class following review of the candidate's application.

Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "**Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009**," and the **Office of Management and Budget's Federal Register Notice** located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

➤ **10.688 Wildland Fire Management**
American Reinvestment and Recovery Act of 2009 and Public Law 111-5

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

➤ <u>OMB Circular A-87 (2 CFR Part 225)</u> Cost Principles for States & Local Governments	State and Local Governments
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ADMINISTRATIVE STANDARDS

➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments	State and Local Governments and Indian Tribes
---	---



Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

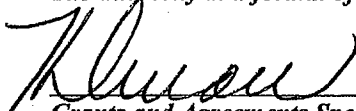
Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.



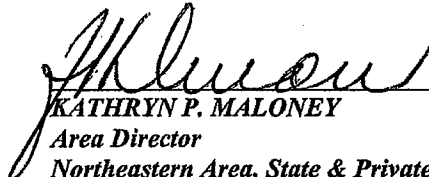
Grants and Agreements Specialist

11/12/09

DATE

Approval:

This Federal financial assistance award and obligation is approved.



KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09

DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:



NAME OF AUTHORIZED REPRESENTATIVE

11/30/09

DATE

Commissioner

TITLE



NAME OF AUTHORIZED REPRESENTATIVE

11/20/09

DATE

Director of Forests

TITLE

Remarks:



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

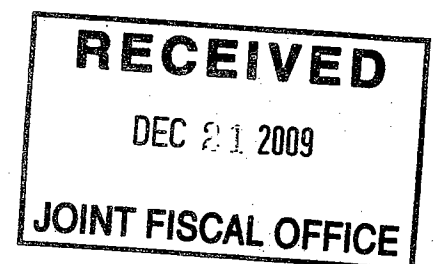
To: Joint Fiscal Office

From: Mel Adams, Director *MSA*

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST: **ARRA Competitive Grant** (Alternate Form AA-1) **Other ARRA Activity** (Not subject to AA-1 Process)

Revision? Yes Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING DB #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources 2. Department (ARRA-F): Forests, Parks & Recreation

3. ARRA Activity (ARRA 1-01): Forest Health Management 3a. ARRA Code (ARRA 2-1): C36

4. Legal Title of Grant: Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project

4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613 4b. CFDA # (ARRA-E): 10.688

5. Federal (or VT) Funding Agency (ARRA-A): USDA Forest Service 5a. Award Date: 11/12/2009

6. Award Amount or Best Estimate: \$497,000 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
From: 11/12/2009 To: 9/30/2011

7a. Date by which ARRA funds must be: Obligated by Date: and/or Spent by Date: 9/30/2011

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

The primary purpose of this Program of Work is to maintain jobs, reinstate jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:

Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$	\$64,000	\$192,000	\$	\$	
3 rd Party Contracts	\$	\$40,750	\$122,250	\$	\$	
Operating Expenses	\$	\$19,500	\$58,500	\$	\$	
Grants/Sub-Awards	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	
Revenues:						
State Funds:	\$	\$	\$	\$	\$	
Cash	\$	\$	\$	\$	\$	
In-Kind	\$	\$	\$	\$	\$	
ARRA Federal Funds:	\$	\$	\$	\$	\$	
(Direct Costs)	\$	\$113,112	\$339,337	\$	\$	
(Statewide Indirect)	\$	\$	\$	\$	\$	
(Dept'l Indirect)	\$	\$11,138	\$33,413	\$	\$	
Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	<i>497K TOTAL ✓</i>

DeptID/Appropriation: Other VISION Chartfield Total Amount (all FYs) Comments

6130020000	22040/2155	\$ 0.000
6130030000	22040/2155	\$ 150,000
6130010000	22040/52155	\$ 50,000
		\$
		\$
Total		\$ 497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
State Park Naturalist (PG 11)			12	867
Conservation Education Coordinator	1	1,040		
Forester	1	2,080		
Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

3. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-IPN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <u>Steven Sinclair</u> Name: Steven Sinclair	Date: 12/3/09
	Department Head: <u>Jason Gibbs</u> Name: Jason Gibbs	Date: 11/3/09
	Agency Secretary (if required): <u>Jonathan Wood</u> Name: Jonathan Wood	Date: 12/1/09
	Title: Director of Forests	Title: Commissioner
	Title: Secretary	

4. REVIEW BY FINANCE & MANAGEMENT (completing separate sheet if necessary)

To Release Spending Authority in VISION: FY 2009 \$ 0 FY 2010 \$ 124,250.00
 Cite(s): Excess Receipt

Analyst (initial): GA Date: 12/7/09 Commissioner Finance & Management (initial): SM Date: 12/7/09

Signature: [Signature] Date: 12/14/09

The following sections are required only when Form ESR-2 is used instead of Form AA-1.

5. SECRETARY OF ADMINISTRATION

Check One Box: Accepted (Secretary's signature or designee) Tu ell Date: 12/15/09
 Rejected Date:

6. ACTION BY GOVERNOR

Check One Box: Request to JFO (Governor's signature or designee) [Signature] Date: 12/15/09
 Rejected Date:

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO	Date:
--------------------------	-------------	-------

18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
--	---	--

Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

We request fifteen (15) "maintenance series" positions to be used as helpers to meet maintenance needs throughout the system. The season for these positions is February 22

through October 24. Up to four of these positions may come on a little earlier in the year or stay a little later in the year to assist with capital construction projects.

We also request 12 "maintenance series" positions to be used for hazardous tree removal after parks close. We have a very limited time span to get these trees cut before bad weather is upon us. After these trees are marked, we cannot open our parks the next spring until they are cut. We want to keep four (4) positions on October 25 through January 30, 2010, but the other eight positions would end on December 5.

We request two Innkeeper positions to work from December 27th to November 27th. These positions operate Seyon Ranch State Park which is our only lodge in the park system. They prepare and serve food as well attend to all other operations of the lodge.

We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

Forestry

An Environmental Scientist II is needed at the Forest Biology Lab from January 1 through December 31.

As in past years, we understand that the Agency of Natural Resources Personnel Administrator, or their designee, will determine eligibility of each candidate prior to hiring, promoting, demoting or placing in a class following review of the candidate's application.

Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009," and the Office of Management and Budget's Federal Register Notice located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

<p>➤ 10.688 Wildland Fire Management American Reinvestment and Recovery Act of 2009 and Public Law 111-5</p>

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

<p>➤ <u>OMB Circular A-87</u> (2 CFR Part 225) Cost Principles for States & Local Governments</p>	<p>State and Local Governments</p>
--	---

ADMINISTRATIVE STANDARDS

<p>➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments</p>	<p>State and Local Governments and Indian Tribes</p>
--	---



Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

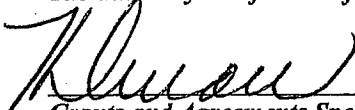
Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.




Grants and Agreements Specialist

11/12/09

DATE

Approval:

This Federal financial assistance award and obligation is approved.



KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09

DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:



NAME OF AUTHORIZED REPRESENTATIVE

11/30/09

DATE

Commissioner

TITLE



NAME OF AUTHORIZED REPRESENTATIVE

11/20/09

DATE

Director of Forests

TITLE

Remarks:



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

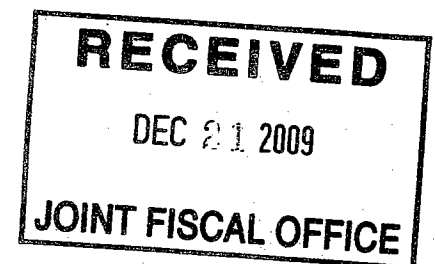
To: Joint Fiscal Office

From: Mel Adams, Director 

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST: ARRA Competitive Grant (Alternate Form AA-1) Other ARRA Activity (Not subject to AA-1 Process)

Revision? Yes Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING DB #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources 2. Department (ARRA-F): Forests, Parks & Recreation

3. ARRA Activity (ARRA 1-01): Forest Health Management 3a. ARRA Code (ARRA 2-1): C36

4. Legal Title of Grant: Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project

4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613 4b. CFDA # (ARRA-E): 10.688

5. Federal (or VT) Funding Agency (ARRA-A): USDA Forest Service 5a. Award Date: 11/12/2009

6. Award Amount or Best Estimate: \$497,000 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H) From: 11/12/2009 To: 9/30/2011

7a. Date by which ARRA funds must be: Obligated by Date: and/or Spent by Date: 9/30/2011

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

The primary purpose of this Program of Work is to maintain jobs, reinstate jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:

Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$	\$64,000	\$192,000	\$	\$	
3 rd Party Contracts	\$	\$40,750	\$122,250	\$	\$	
Operating Expenses	\$	\$19,500	\$58,500	\$	\$	
Grants/Sub-Awards	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	
Revenues:						
State Funds:	\$	\$	\$	\$	\$	
Cash	\$	\$	\$	\$	\$	
In-Kind	\$	\$	\$	\$	\$	
ARRA Federal Funds:	\$	\$	\$	\$	\$	
(Direct Costs)	\$	\$113,112	\$339,337	\$	\$	
(Statewide Indirect)	\$	\$	\$	\$	\$	
(Dept'l Indirect)	\$	\$11,138	\$33,413	\$	\$	
Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	<i>497K TOTAL</i>

DeptID/Appropriation: Other VISION Chartfield Total Amount (all FYs) Comments

Program DB: 313

6130020000	22040/2155	\$ 0.000
6130030000	22040/2155	\$150,000
6130010000	22040/52155	\$50,000
		\$
		\$
Total		\$497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
State Park Naturalist (PG 11)			12	867
Conservation Education Coordinator	1	1,040		
Forester	1	2,080		
Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

NOTIFICATION AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	ARRA Activity Manager: <u>Steven Sinclair</u>	Date: <u>12/3/09</u>
	Name: Steven Sinclair	Title: Director of Forests
	Department Head: <u>Jason Gibbs</u>	Date: <u>11/30/09</u>
	Name: Jason Gibbs	Title: Commissioner
	Agency Secretary (if required): <u>Jonathan Wood</u>	Date: <u>12/1/09</u>
	Name: Jonathan Wood	Title: Secretary

REVIEW BY FINANCE & MANAGEMENT (conflict of interest; budget review)

<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2009 \$ <u>0</u>	FY 2010 \$ <u>124,250.00</u>
	Cite(s):	Cite(s): <u>EXCESS RECEIPT</u>

Analyst (initial): GA Date: 12/7/09 Commissioner Finance & Management (initial): SM Date: 12/7/09

Assigned SR Director's Signature: [Signature] Date: 12/4/09

The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Accepted	(Secretary's signature or designee) <u>Tu ell</u>	Date: <u>12/5/09</u>
<input type="checkbox"/> Rejected		Date:

16. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Request to JFO	(Governor's signature or designee) <u>[Signature]</u>	Date: <u>12/15/09</u>
<input type="checkbox"/> Rejected		Date:

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

We request fifteen (15) "maintenance series" positions to be used as helpers to meet maintenance needs throughout the system. The season for these positions is February 22

through October 24. Up to four of these positions may come on a little earlier in the year or stay a little later in the year to assist with capital construction projects.

We also request 12 "maintenance series" positions to be used for hazardous tree removal after parks close. We have a very limited time span to get these trees cut before bad weather is upon us. After these trees are marked, we cannot open our parks the next spring until they are cut. We want to keep four (4) positions on October 25 through January 30, 2010, but the other eight positions would end on December 5.

We request two Innkeeper positions to work from December 27th to November 27th. These positions operate Seyon Ranch State Park which is our only lodge in the park system. They prepare and serve food as well attend to all other operations of the lodge.

We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

Forestry

An Environmental Scientist II is needed at the Forest Biology Lab from January 1 through December 31.

As in past years, we understand that the Agency of Natural Resources Personnel Administrator, or their designee, will determine eligibility of each candidate prior to hiring, promoting, demoting or placing in a class following review of the candidate's application.

Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009," and the Office of Management and Budget's Federal Register Notice located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

<p>➤ 10.688 Wildland Fire Management American Reinvestment and Recovery Act of 2009 and Public Law 111-5</p>

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

<p>➤ <u>OMB Circular A-87</u> (2 CFR Part 225) Cost Principles for States & Local Governments</p>	<p>State and Local Governments</p>
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ADMINISTRATIVE STANDARDS

<p>➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments</p>	<p>State and Local Governments and Indian Tribes</p>
--	---



Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

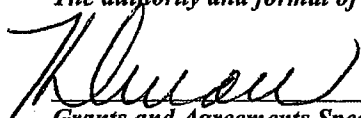
Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.



Grants and Agreements Specialist

11/12/09

DATE

Approval:

This Federal financial assistance award and obligation is approved.



KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09

DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperators certify that the individuals listed in this document are representatives of the cooperators and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:



NAME OF AUTHORIZED REPRESENTATIVE

11/30/09

DATE




TITLE



NAME OF AUTHORIZED REPRESENTATIVE

11/20/09

DATE



TITLE

Remarks:



JFO 2424

State of Vermont
Agency of Administration
Office of Economic Stimulus and Recovery
Pavilion Office Building
109 State Street
Montpelier, VT 05609-0201
www.vermont.recovery.gov

[phone] 802-828-1354
[fax] 802-828-3320

December 16, 2009

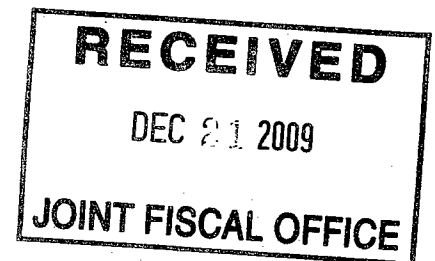
To: Joint Fiscal Office

From: Mel Adams, Director 

Subject: Request to Expedite ARRA Competitive Grant

In light of the ARRA goal and expressed intent of the Vermont legislature and the Governor that stimulus money be put to work as quickly as possible to help alleviate unemployment and stimulate the economy, I am requesting expedited consideration by the Joint Fiscal Committee of this competitive grant. Moreover, the sooner this grant is approved; the sooner forest health management activities to achieve healthy sustainable forests can begin.

Thank you for your consideration.



ARRA ACTIVITY ACCEPTANCE REQUEST:	<input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) **PRIOR** to receipt of all ARRA Formula/Block Grants, and
- 3) **PRIOR** to receipts of all ARRA funding for Individual Entitlement Programs.

TRACKING
DB: #69

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

BASIC ARRA INFORMATION

1. Agency (ARRA-F): Natural Resources		2. Department (ARRA-F): Forests, Parks & Recreation	
3. ARRA Activity (ARRA 1-01): Forest Health Management		3a. ARRA Code (ARRA 2-1): C36	
4. Legal Title of Grant: Surveys and Forest Health Protection: Public Campground Invasive Species Survey and Outreach Project			
4a. Federal Agency Award # (ARRA-B): 10-DG-11420004-613		4b. CFDA # (ARRA-E): 10.688	
5. Federal (or VT) Funding Agency (ARRA-A): USDA Forest Service		5a. Award Date: 11/12/2009	
6. Award Amount or Best Estimate: \$497,000		6a. Check if this amount is an estimate: <input type="checkbox"/>	
7. Grant Period (ARRA-H)	11/12/2009	To:	9/30/2011
7a. Date by which ARRA funds must be:		<input type="checkbox"/> Obligated by Date: and/or <input checked="" type="checkbox"/> Spent by Date: 9/30/2011	

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

The primary purpose of this Program of Work is to maintain jobs, reinstatè jobs or stimulate the creation of jobs through State Foresters or equivalent State officials, by conducting forest health management activities on non-federal forest lands to achieve healthy sustainable forests. In addition, in partnership with the Green Mountain National Forest, forest health management activities will also occur on concentrated recreation sites on National Forest Service lands.

9. Impact on existing program if grant is not Accepted:

Program will not exist.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$	\$64,000	\$192,000	\$	\$	
3 rd Party Contracts	\$	\$40,750	\$122,250	\$	\$	
Operating Expenses	\$	\$19,500	\$58,500	\$	\$	
Grants/Sub-Awards	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	
Revenues:						
State Funds:	\$	\$	\$	\$	\$	
Cash	\$	\$	\$	\$	\$	
In-Kind	\$	\$	\$	\$	\$	
ARRA Federal Funds:	\$	\$	\$	\$	\$	
(Direct Costs)	\$	\$113,112	\$339,337	\$	\$	
(Statewide Indirect)	\$	\$	\$	\$	\$	
(Dept'l Indirect)	\$	\$11,138	\$33,413	\$	\$	
Other Funds:	\$	\$	\$	\$	\$	
(Other Federal)	\$	\$	\$	\$	\$	
(list source)	\$	\$	\$	\$	\$	
Total	\$	\$124,250	\$372,750	\$	\$	497K TOTAL ✓

DeptID/Appropriation:	Other VISION Chartfield	Total Amount (all FYs)	Comments
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6130020000	22040/2155	\$ 000
6130030000	22040/2155	\$10,000
6130010000	22040/52155	\$50,000
		\$
		\$
Total		\$497,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Jason Gibbs Agreed by: JG (initial)

12. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
State Park Naturalist (PG 11)			12	867
Conservation Education Coordinator	1	1,040		
Forester	1	2,080		
Total Positions	2	3,120	12	867

12a. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

12b. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

12c. Does this qualify as "Infrastructure"? Yes No

13. AUTHORIZATION - AGENCY/DEPARTMENT SIGNATURES

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-IPN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

ARRA Activity Manager: <u>Steven Sinclair</u> Name: Steven Sinclair	Title: Director of Forests	Date: 12/3/09
Department Head: <u>Jason Gibbs</u> Name: Jason Gibbs	Title: Commissioner	Date: 11/30/09
Agency Secretary (if required): <u>Jonathan Wood</u> Name: Jonathan Wood	Title: Secretary	Date: 12/1/09

14. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

To Release Spending Authority in VISION: FY 2009 \$ 0 FY 2010 \$ 124,250.00
 Cite(s): Excess Receipt

Analyst (initial): <u>GA</u>	Date: 12/7/09	Commissioner Finance & Management (initial): <u>SM</u>	Date: 12/7/09
Assigned to Director's Signature: <u>[Signature]</u>	Date: 12/4/09		

The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

Check One Box: Accepted (Secretary's signature or designee) Ta ell Date: 12/5/09
 Rejected Date:

16. ACTION BY GOVERNOR

Check One Box: Request to JFO (Governor's signature or designee) [Signature] Date: 12/15/09
 Rejected Date:

17. SENT TO JFO		
<input type="checkbox"/>	Sent to JFO	Date:
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

Agency of Natural Resources
Department of Forests, Parks and Recreation
103 South Main Street - 10 South
Waterbury, VT 05671-0603

MEMORANDUM

To: Barb Morway, ANR Personnel Administrator

From: Sarah Clark, Business Manager

Date: November 20, 2009

Subject: Seasonal Employees for Forests, Parks & Recreation

The following is our request for temporary positions for Forests, Parks & Recreation operations for next season. Understand that the parks' positions are absolutely critical to the operation of the State Park system. Our operation relies entirely on temporary seasonal workers for our front line service. Without these positions, the system could not function. In addition to Parks, both Forestry and Lands Administration are requesting temporary positions.

Parks

We have a need to hire five (5) data clerks to process camping reservations in our central reservation office from January 1 through December 31.

We need 192 "park attendant series" positions to mow lawns, clean sites and rest rooms, greet park visitors, and collect fees for the period from April 1 through November 7. Most of these employees will actually be on duty between mid-May through the week after Labor Day or the week after Columbus Day, ranging from 10 to 29 weeks.

We need 65 "park ranger series" positions to provide a responsible person at each location as well as assistants in about 10 larger and busier locations. These positions basically run from April 8 through October 24. Up to two positions may come on a little earlier or stay a little later to assist with pre- operating season preparation and/or post operating season activities.

We request twelve (12) "naturalist series" positions to provide natural resources education at park locations decided by park attendance, park resources and previous park support for this program. These people also cover the fall Park Naturalist Program. These positions go from May 24 through October 17.

We request fifteen (15) "maintenance series" positions to be used as helpers to meet maintenance needs throughout the system. The season for these positions is February 22

through October 24. Up to four of these positions may come on a little earlier in the year or stay a little later in the year to assist with capital construction projects.

We also request 12 "maintenance series" positions to be used for hazardous tree removal after parks close. We have a very limited time span to get these trees cut before bad weather is upon us. After these trees are marked, we cannot open our parks the next spring until they are cut. We want to keep four (4) positions on October 25 through January 30, 2010, but the other eight positions would end on December 5.

We request two Innkeeper positions to work from December 27th to November 27th. These positions operate Seyon Ranch State Park which is our only lodge in the park system. They prepare and serve food as well attend to all other operations of the lodge.

We have a need for 9 temporary positions in state parks to administer a summer youth employment program. This program will involve up to 4 crews of disadvantaged youth (18 to 24 years old) who will be funded and employed by the Department of Labor to do a variety of light duty construction and rehabilitation of park facilities. Program management and supervision of the crews will be by temporary parks employees. One position would serve to coordinate the program, manage and supervise staff and coordinate project selection and oversight, purchasing, reporting and other administrative functions (Park Maintenance Supervisor: PG 22). Eight positions would be crew leaders with technical skills and sufficient people skills to manage crews of 6 youth with minimal skill levels and a variety of workplace challenges (Park Maintenance Technician: PG 19). We need these positions from April 1 through January 30.

Lands Administration

A survey crew helper (Environmental Tech A) is needed from May 3 through November 28.

Forestry

An Environmental Scientist II is needed at the Forest Biology Lab from January 1 through December 31.

As in past years, we understand that the Agency of Natural Resources Personnel Administrator, or their designee, will determine eligibility of each candidate prior to hiring, promoting, demoting or placing in a class following review of the candidate's application.

Please let us know as soon as possible about our positions. Thank you for your assistance.

cc: Jason Gibbs, Commissioner
Ed O'Leary, Director of Operations
Craig Whipple, Director of State Parks
Steve Sinclair, Director of Forests
Nate McKeen, Chief of Park Operations
Mike Fraysier, ANR Lands Director

File Code: 1580

Date: November 12, 2009

Mr. Steven J. Sinclair, Director of Forests
Vermont Department of Forests, Parks and Recreation
Agency of Natural Resources
103 South Main Street, Building 10 South
Waterbury, VT 05671-0401

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF RECOVERY ACT DOMESTIC GRANT 10-DG-11420004-613
Between the
VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION
And the
UNITED STATES DEPARTMENT OF AGRICULTURE, FOREST SERVICE
NORTHEASTERN AREA ECONOMIC RECOVERY OPERATIONS CENTER**

Dear Steve:

Upon execution of this document, an award in the amount of **\$497,000**, is made under The American Recovery and Reinvestment Act (ARRA) of 2009, and 10.688 Wildland Fire Management, Public Law 111-5. Your organization, *Vermont Department of Forests, Parks and Recreation*, accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated **November 3, 2009**, the attached Forest Service provisions; the attached, "**Provisions for Grants and Agreements Awarded Under the American Recovery and Reinvestment Act of 2009**," and the **Office of Management and Budget's Federal Register Notice** located at the back of the award document are incorporated into this letter and made a part of this award. The Recipient should make themselves fully aware of their responsibilities under the Recovery Act as stated in the provisions.

The project application should be established for the most appropriate period with the intent of assuring that all funds are appropriately obligated to the extent practical during the first year of the Federal Appropriation so that consistency with the annual nature of Forest Service planning, budgeting, and accounting systems may be maintained. It is important that you do your best to comply with Federal Budget procedures to retain as much conformity as possible.

AUTHORITIES

<p>➤ 10.688 Wildland Fire Management American Reinvestment and Recovery Act of 2009 and Public Law 111-5</p>

This is an award of federal financial assistance and as such is subject to the following Office of Management and Budget Circulars.

COST PRINCIPLES

<p>➤ <u>OMB Circular A-87</u> (2 CFR Part 225) Cost Principles for States & Local Governments</p>	<p>State and Local Governments</p>
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ADMINISTRATIVE STANDARDS

<p>➤ <u>OMB Circular A-102</u> Grants & Cooperative Agreements with State & Local Governments</p>	<p>State and Local Governments and Indian Tribes</p>
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Award Approval/Obligation/Acceptance

Recipient: Vermont Department of Forests, Parks and Recreation

State: VT

Project: ARRA – Partnerships with State and Private Forestry, State of New York and State of Vermont – Surveys and Forest Health Protection

Project Period: November 12, 2009 through September 30, 2011

Award No.: 10-DG-11420004-613

Obligation:

PROGRAM	FUND CODE	SUBACCOUNT	AMOUNT
Wildland Fire Management	WRFN1410	G42091774001	\$497,000

The authority and format of this instrument has been reviewed and approved for signature.

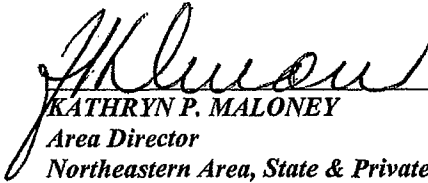


Grants and Agreements Specialist

11/12/09
DATE

Approval:

This Federal financial assistance award and obligation is approved.


KATHRYN P. MALONEY
Area Director
Northeastern Area, State & Private Forestry

11/12/09
DATE

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:


NAME OF AUTHORIZED REPRESENTATIVE

11/30/09
DATE

Commissioner
TITLE


NAME OF AUTHORIZED REPRESENTATIVE

11/20/09
DATE

Director of Forests
TITLE

Remarks: