



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: August 15, 2022
Subject: Requests – JFO #3113, #3114 and #3115

Enclosed please find three (3) related items, which the Joint Fiscal Office has received from the Administration.

JFO #3113 – \$5,200,000.00 from the United States Forest Service to the Vermont Agency of Natural Resources, Department of Forests, Parks and Recreation to cover eligible transaction costs for the acquisition of a conservation easement on the Worcester Woods III parcels. This acquisition is a Forest Legacy Acquisition (FLA). The FLA program is a conservation program to protect forests from conversation to non-forest uses. A portion of this grant will cover expenses for the limited-service position request JFO #3115 below. *[Note: This grant requires 25% in-kind state match: \$1,300,000.00 over two years. The Agency affirms the 25% match can be met with existing in-kind resources.] [Received August 11, 2022]*

JFO #3114 – \$75,000 from the United States Forest Service to the Vermont Agency of Natural Resources, Department of Forests, Parks and Recreation to cover eligible administrative and project readiness activities in the advancement of the goals of the Federal Forest Legacy Program. This grant will be used to help cover the limited-service position request in JFO #3115 below. *[Note: This grant requires 25% in-kind state match: \$18,750.00 over two year which can be met with existing in-kind resources.] [Received August 11, 2022]*

JFO #3115 – One (1) limited-service position, Survey Technician I, to the Vermont Agency of Natural Resources, Department of Forests, Parks and Recreation to improve readiness and preparation for land acquisition projects for Forest Legacy funding. The U.S. Forest Service has made it a priority that States improve readiness when they are preparing for funding. This position is funded cooperatively from JFO grants #3113 and #3114 and is funded through June 30, 2024. *[Received August 11, 2022]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by August 31, 2022, we will assume that you agree to consider as final the Governor's acceptance of this request.



State of Vermont
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801
<http://fpr.vermont.gov>
802.793.3432 | becca.washburn@vermont.gov

Agency of Natural Resources

MEMORANDUM

TO: Joint Fiscal Committee

THROUGH: Nick Kramer, Budget Analyst, Department of Finance and Management
Michael Snyder, Commissioner, Department of Forests, Parks and Recreation

FROM: Rebecca Washburn, Director of Lands Administration and Recreation, Department of Forests, Parks and Recreation

DATE: July 5, 2022

RE: Limited Service Position Request – Grant Funded

The Department of Forests, Parks and Recreation (FPR) requests one limited service Survey Technician position for two years.

The intent of this memorandum is to provide greater explanation of the federal Forest Legacy Program (FLP), FPR's role in administering the program and the importance of this position in enabling us to effectively implement the program and meet the USDA Forest Service's expectations and requirements.

The FLP is a federal grant program to protect forestlands from conversion to non-forest uses. The Vermont Department of Forests, Parks & Recreation working in conjunction with the USDA Forest Service (USFS) is the State Lead Agency for Vermont's Forest Legacy Program. Federal FLP grants awarded to FPR have protected nearly 100,000 acres of forestland in Vermont, with over \$40 million in federal investment to date and \$14 million in open grants for priority conservation projects in Vermont right now.

The USFS provides funding annually through an administrative grant to support the overall administration of the program as well as perform tasks associated with preparing a conservation project for completion within the 2 year timeframe provided for in project grants. Recently, there has been an acknowledgement that more work could be done in the early stages of a project to increase





its readiness and the likelihood of it being completed in the 2 year timeframe and states are being asked to implement strategies to meet the USFS readiness expectations.

In the past, Vermont has always used specific project grants to fund the project work associated with preparing a project for closing which has included survey, legal work, appraisals, etc. With the USFS recognition that state's need the ability to complete these tasks earlier in a project's lifecycle, they are granting more administrative funding to incentivize state's to use these funds for readiness work. The most strategic use of increased administrative funds is an investment in early project work completed by FPR staff.

FPR would like to use the combination of funds from specific project grants like the one referenced in the attached materials and attached as a part of this package as well as the annual administrative grant to support the salary and benefits of a limited service survey technician position.

Please find the following documents enclosed:

- AA-1 Form (page 2-3) – Worcester Woods III
- AA-1 Form (page 2-3) – FLP Admin Grant
- Responses to Standard Questions for AA-1
- DHR JFO Limited Service Position Request Form
- Current RFR
- Organizational Chart
- Grant Agreements

Please let me know if we can provide additional information. Due to a current vacancy in our Business Office, feel free to direct finance related questions to me and I can be sure to respond with answers to your questions. Thank you for your consideration.

cc. Agnes Barsalow, Operations Manager, Department of Forests, Parks and Recreation





State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		To cover eligible transaction costs for the acquisition of a conservation easement on the so called Worcester Woods III parcels including land surveying, title research, etc.			
Date:		8/2/2022			
Department:		Forests, Parks & Recreation			
Legal Title of Grant:		Forest Legacy Acquisition - Worcester Woods III			
Federal Catalog #:		10.676			
Grant/Donor Name and Address:		United States Forest Service, Region 9 626 E. Wisconsin Ave Milwaukee, WI, 52302			
Grant Period:	From:	7/1/2021	To:	6/30/2024	
Grant/Donation		\$5,200,000			
Grant Amount:	SFY 1	SFY 2	SFY 3	Total	Comments
	\$0	\$270,000	\$4,930,000	\$5,200,000	
Position Information:		# Positions	Explanation/Comments		
		1	A portion of the award will be used in conjunction with funds from an auxiliary USFS Forest Legacy Admin 21 grant to support a full-time Survey Technician position to augment FPR's capacity to prepare for land acquisition projects and receive future federal funding.		
Additional Comments:		The required 25% state match for this grant can be met with existing in-kind resources and will not constitute an additional draw on State funds.			
Department of Finance & Management		 Digitally signed by Adam Gresham 15 26 39 04 00 4194BB1C0A36415		(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office				Date	



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Natural Resources			
2. Department:	Forests, Parks and Recreation			
3. Program:	Lands Administration			
4. Legal Title of Grant:	Forest Legacy Acquisition - Worcester Woods III			
5. Federal Catalog #:	10.676			
6. Grant/Donor Name and Address:				
USDA Forest Service, Region 9, 626 East Wisconsin Ave. Milwaukee, WI 53202				
7. Grant Period:	From:	7/1/2021	To:	6/30/2024
8. Purpose of Grant:				
To cover eligible transaction costs for the acquisition of a conservation easement on the so called Worcester Woods III parcels including land surveying, title research, etc.				
9. Impact on existing program if grant is not Accepted:				
This request is for a limited service position. If not accepted our ability to meet grant objectives will be significantly compromised. Survey and title work represent a critical stage in the success of an acquisition and our ability to meet the requirements and intent of the grant. Contracting for this work in the past has led to less comprehensive title work and significant time delays that have jeopardized the success of this important work.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 23	FY 24	FY	
Personal Services	\$270,000	\$210,000	\$	
Operating Expenses	\$	\$4,720,000	\$	Transaction cost
Grants	\$	\$	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$67,500	\$1,232,500	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$270,000	\$4,930,000	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$0	
Total	\$337,500	\$6,162,500	\$	
Appropriation No:	6130040000		Amount:	\$270,000
				\$
				\$
				\$
				\$
				\$

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

	\$
Total	\$270,000

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: _____ Agreed by: MLS (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Survey Technician
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

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):	Signature: <u>Michael Snyder</u>	Date: _____/2022
	Title: Michael Snyder	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

Approved: <u>DRF</u>	(Secretary or designee signature) <u>[Signature]</u> <small>DocuSigned by: 41948B1C0A36415...</small>	Date: _____
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u>[Signature]</u>	Date: <u>8/11/22</u>
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<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)

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

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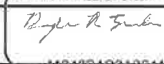
Agency of Administration

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:	To cover eligible administrative and project readiness activities in the advancement of the goals of the federal Forest Legacy Program.				
Date:	8/2/2022				
Department:	Forests, Parks & Recreation				
Legal Title of Grant:	Forest Legacy Acquisition - Legacy Admin 21				
Federal Catalog #:	10.676				
Grant/Donor Name and Address:	United States Forest Service, Region 9 626 E. Wisconsin Ave Milwaukee, WI, 52302				
Grant Period:	From:	7/1/2021	To:	6/30/2024	
Grant/Donation	\$75,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$0	\$37,500	\$37,500	\$75,000	

	# Positions	Explanation/Comments
Position Information:	1	This award will be used in conjunction with funds from the Forest Legacy - Worcester Woods III \$5.2 million federal award to support a full-time Survey Technician position to augment FPR's capacity to prepare for land acquisition projects and receive future federal funding.

Additional Comments: The required state match for this award may be met with existing in-kind resources and will not constitute an additional burden on State funds.

Department of Finance & Management	Adam Greshin Digitally signed by Adam Greshin Date: 2022.08.02 10:03:53 DocuSign Envelope ID: 11348B1C0A30412	(Initial)
Secretary of Administration		(Initial)
Sent To Joint Fiscal Office		Date



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Natural Resources			
2. Department:	Forests, Parks and Recreation			
3. Program:	Lands Administration			
4. Legal Title of Grant:	Forest Legacy Acquisition - Legacy Admin 21			
5. Federal Catalog #:	10.676			
6. Grant/Donor Name and Address:				
USDA Forest Service, Region 9, 626 East Wisconsin Ave. Milwaukee, WI 53202				
7. Grant Period:	From:	7/1/2021	To:	6/30/2024
8. Purpose of Grant:				
To cover eligible administrative and project readiness activities in the advancement of the goals of the federal forest legacy program.				
9. Impact on existing program if grant is not Accepted:				
This request is for a limited service position. If not accepted our ability to meet grant objectives will be significantly compromised. Survey and title work represent a critical stage in the success of an acquisition and our ability to meet the requirements and intent of the grant. Contracting for this work in the past has led to less comprehensive title work and significant time delays that have jeopardized the success of this important work.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 23	FY 24	FY	
Personal Services	\$46,875	\$46,875	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$9,375	\$9,375	\$	
Federal Funds:				
(Direct Costs)	\$35,000	\$35,000	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$2,500	\$2,500	\$	
Other Funds:				
Grant (source)	\$	\$	\$	
Total	\$46,875	\$46,875	\$	
Appropriation No:	6130040000	Amount:	\$37,500	
			\$	
			\$	
			\$	
			\$	
			\$	

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

	Total	\$ 37,500
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PERSONAL SERVICE INFORMATION

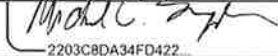
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: MS (initial)

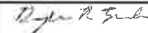
12. Limited Service Position Information:	# Positions	Title
	1	Survey Technician
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

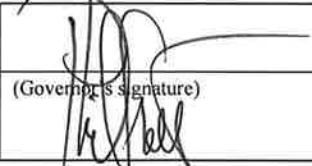
13. AUTHORIZATION AGENCY/DEPARTMENT

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):	Signature: 	Date: 7/2022
	Title: Michael Snyder	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: _____
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted		
<input type="checkbox"/>	Rejected	(Governor's signature)	Date: 8/11/22

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<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)

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Natural Resources/Forests, Parks and Recreation Date: 5/16/2022

Name and Phone (of the person completing this request): Becca Washburn (802) 793-3432

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

USFS Forest Legacy Program, Worcester Woods III, \$300,000 budgeted in this grant for survey work & USFS FLP Admin Grant

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Survey Technician, 1 position,		Division of Lands Administration & Recreation, Lands Administration,	July 1, 2021 - June 30, 2024

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position represents an essential grant program need because the US Forest Service has made it a priority that State's improve project readiness when they are submitted for funding. Survey and title work represent the first phase of preparing a land acquisition project for Forest Legacy funding. This work can also be the most time consuming and critical to a project's success. This position will allow Vermont's Forest Legacy Program to have a dedicated survey crew completing survey work and reviewing title for the large (often several thousand acre) conservation projects funded with federal grants.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available as required by 32 VSA Sec. 5(b).

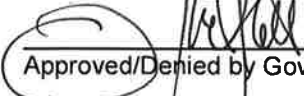
 7/5/2022
220368DA34FD422
 Digitally signed by Aimee Pope

Aimee Pope Pope Date: 2022.07.07
11:46:24 -04'00'

Approved/Denied by **Adam Greshin** Greshin Date
Date: 2022.07.07
13:33:30 -04'00'

Approved/Denied by **Finance and Management** Date

Approved/Denied by **Secretary of Administration** Date
113400103A306415

 Date 8/10/22
 Approved/Denied by **Governor** (required as amended by 2019 Leg. Session) Date

Comments: 

Limited Service Position Request – Survey Technician

1. Will the position be funded with any state funds? Is so, what percentage and what source?
 - a. This position will be funded with federal Forest Legacy grant funds. There are several existing grants that may be used to cover the costs of this position with sufficient funding to cover the expense of survey and title work. In addition, the annual administrative grant FPR receives from the US Forest Service to support the Forest Legacy Program can be used to cover costs associated with project due diligence of which survey work plays a key part.

2. Does funding this position correspond with an increase in grant funding? Or, are you carving out existing funding to pay for the position?
 - a. Funding this position corresponds with an increase in administration funding as well as existing funding budgeted in each active (and any future) Forest Legacy conservation projects.

3. If you are carving out existing grant funding to pay for the position, what would you otherwise spend the funding on?
 - a. The existing grant funding is budgeted specifically for project due diligence including survey and title work. The only other option for use of these funds would be to contract the survey and title work. Given the US Forest Service's prioritization of project readiness and the large and complex nature of these projects, it is more cost effective to use survey staff that are specifically trained to complete their work within the requirements of the federal program.

RFR Form A
October 2003

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____ Action Taken: _____ New Job Title _____ Current Class Code _____ New Class Code _____ Current Pay Grade _____ New Pay Grade _____ Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ Classification Analyst _____ Date _____ Effective Date: _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp) _____ Date Processed: _____
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Incumbent Information:

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

1. Assist in developing property surveys for existing ANR fee and non-fee lands, easements and other projects as required. These survey projects are required components of ANR land transactions including fee and easement acquisitions, land exchanges, resolution of encroachments, boundary disputes and access questions. This work is accomplished by:

-Applying the appropriate survey standard for conducting property surveys of ANR lands and interests in land. These surveys include but are not limited to: property surveys for new acquisitions, land exchanges, land transfers, boundary disputes and encroachments, easements or leased lands, rights-of-way. Surveys are multitasked jobs and involve planning and coordinating with district staff, non-agency organizations, landowners and other private individuals. This position works under the direction and supervision of the ANR Lands Surveyor. The position must conduct all work in compliance with accepted survey standards and practices so as to provide for the correct determination, description, and conveyance of ANR lands and interests in lands and provides for the accurate and correct establishment of corners, lines, boundaries and monuments; the platting of land and subdivisions thereof including as required the functions of topography and road centerline establishment or design; the defining and location of corners, lines, boundaries and monuments of Agency lands after they have been established; preparing the maps and accurate records and descriptions thereof.

-Working with ANR Land Surveyor to prioritize surveys and the tasks involved with each job. Multiple jobs may be in progress at the same time due to multi tasks, staff availability and environmental factors.

-Researching public and private land records (e.g., town clerks' land records and probate court records), federal, state, county, and municipal sources, and records of other surveyors in order to compile boundary evidence and to establish procedures and background information in accordance with prevailing and applicable professional standards.

- Performing and administering field reconnaissance for surveys in order to locate boundary evidence and to further establish procedures and background information in accordance with prevailing and applicable professional standards.

-Performing survey measurements using highly technical and specialized equipment (e.g. Electronic Total stations, Survey quality Global Positioning Systems and Data Recorders) and hardware of the profession in accordance with the prevailing and applicable professional and regulatory standards. Such work is generally conducted under the

guidance and oversight of the ANR Lands Surveyor.

- Completing calculations using survey computational techniques (e.g., traverse, triangulation, leveling, angle and direction, geographic position, state plane coordinates, error adjustment, horizontal and vertical curve, area, mean sea level computation etc.) for the review and approval of the ANR Land Surveyor.

- Evaluation and verification of pertinent information and relevant evidence; analyze measurement data using equipment, hardware and specialized software of the profession in accordance with prevailing and applicable professional standards (e.g., federal, state and local standards, the common law, statistical and mathematical adjustment theory, etc.) for the review and approval of the ANR Lands Surveyor.

- Provide data and evidence to allow the ANR Land Surveyor to draw valid conclusions and set priorities in order to define and perpetuate boundaries and monuments in accordance with prevailing and applicable professional standards.

- Produce permanent records and documents (legal descriptions, survey reports, field notes, job narratives, abstracts, plats, maps, etc.) in accordance with prevailing and applicable professional standards and regulations under the guidance and direction of the ANR Lands Surveyor.

- Research and prepare title abstracts, and formulate opinions with recommendations as to land ownership and property rights for the consideration and approval of the ANR Lands Surveyor. This includes but is not limited to Glebe lands, mineral rights, dam ownership and flowage rights, public and private rights-of-way, land ownership and related rights.

- Assist with maintaining survey equipment as necessary.

GOAL: To carry our land acquisitions, resolve encroachments, satisfy legal requirements and provide for stewardship of public and private property protection in accordance with professional standards.

2. Clarify title problems or inadequacies associated with proposed and existing ANR lands and interests in lands.

- Review and analyze title and land record research to determine property boundaries and provide recommendations to ANR Lands Surveyor. This involves a thorough and organized investigation of town land records and/or Public Records.

- Assist ANR Lands Surveyor with formulating a professional, certifiable opinion as to the location of land boundaries that will withstand legal challenge.

GOAL: Secure boundaries and protect public interest on ANR lands and interests in lands.

3. Assist with the preparation of legal documents related to land transactions.

- Develop plats and plans for review by the ANR Lands Surveyor.

- Prepare draft deed descriptions, leases, title abstracts, survey reports, permits, Vermont Property Transfer Tax Returns, Act 250 Disclosure Statements for ANR land transactions for the review of the ANR Lands Surveyor.

- Coordinate with private surveyors, District staff involved with land management and abutters/neighbors of Agency owned properties.

GOAL: To provide accurate, clear and legal property records for ANR land and interest in land and protect the public's investment in recreation and conservation lands.

4. Provide information on ANR land location, property rights, acreage, and title as may be necessary for the administration of ANR lands. This accomplished by:

- Assist in maintaining the ANR Lands database of all interests held by the Agency and

provide updates as needed.

- Coordinate closely with ANR staff in providing timely, accurate information on ANR property acreage for each municipality in Vermont.

GOAL: Broad goals are to provide accurate up-to-date information on ANR lands and boundaries so as to insure the ANR PILOT database and other ANR lands databases are an accurate and current reflection of ANR land ownership and to provide timely and accurate information on ANR lands to the public.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

ANR Lands Surveyors, other Lands Administration Division staff regarding specific survey and boundary projects.

Landowners of properties requiring survey assistance or proposing to sell their property to the State; abutting landowners to obtain necessary access, explain reason for survey, obtain information.

ANR, FPR, DFW, and DEC General Counsel regarding specific land transactions, property encroachments, boundary disputes, title issues, etc.

Surveyors seeking information about ANR lands.

FPR, FW and DEC Directors, District Forestry Managers, Parks Regional Managers, DFW Lands and Habitat Program Director, state lands foresters, wildlife biologists, and other district staff involved with land management.

Vermont Land Trust, Trust for Public Land, The Nature Conservancy and other non-profit organizations that partner with ANR on land transactions.

Lessees that operate on state land.

Vermont Housing and Conservation Board, Vermont Agency of Transportation and other state agencies.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Considerable knowledge of the principles of scientific and technical measurement.

Considerable knowledge of arithmetic, algebraic calculations, and use of scientific calculators.

Working knowledge and understanding of the principles and practices of surveying

including cadastral, geodetic, plane, topographic, and route surveys.
Working knowledge and expertise in the use and care of survey equipment.
Working knowledge of plan and map drafting and computer aided design CAD, GIS, GPS, and other related survey software.
Working knowledge of boundary law for boundary location and boundary control. Working knowledge and familiarity with town, county, court and state land record systems.
Ability to research land title in developing conclusions regarding land ownership and property rights.
Ability to use and interpret digital and conventional aerial photography.
Ability to follow oral and written technical instructions.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position does not officially act as a supervisor but may direct district staff that are assisting with surveys.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work assignments generally come from ANR Lands Surveyor II (immediate supervisor) and may occasionally from Lands Administration Section Chief, ANR Lands Director, FPR General Counsel.
Other work assignments may come at the request of Agency land managers and district personnel as a result of encroachments or trespasses on to state land or requests for survey and boundary related assistance.
Priorities are set by ANR Lands Surveyor in consultation with Section Chief or ANR Lands Director.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The two most common questions that must be addressed by surveyors today are questions of survey (location) and questions of title (ownership). Assisting with both of these necessary survey components is the most challenging aspect of this position. Researching an often convoluted and confusing title history and trying to make sense of current ownership and property rights can be a challenge. Likewise, using sophisticated survey equipment and software and staying current with this ever-changing technology can also be mentally challenging.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position directly contributes to the conservation and stewardship of ANR lands which is central to the Department's overall mission. It accomplishes this by:

- Assisting with establishing, reestablishing, or verifying legally defensible property boundaries on both ANR "fee" lands and "non-fee" lands under ANR management.
- Providing expertise and assistance in land title research and determining ownership of land and/or associated rights.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Dealing with upset or irate landowners or abutting	Frequently occurs when

landowners and professionals including staff, attorneys, surveyors, etc. who may question, challenge or critically assess the position's work.	there is disagreement about boundary locations or an encroachment and/or conflict with abutting state land.
Drawing a conclusion in locating a property line when deed descriptions and field evidence conflict, or when there are conflicting surveys. Avoiding legal actions.	Surveys are performed throughout the year and are often due to conflicts or encroachments
Frequent requests for survey assistance making it necessary to constantly adjust and prioritize tasks.	Regularly during the legislative session and when land acquisitions are closing.

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Surveying routinely requires traversing over rough, uneven, steep terrain, carrying equipment and supplies.	Surveys in these areas occur about 50 to 75 percent of the time.
Surveys and GPS observations along major roads and railroads require constant awareness to traffic.	Surveys in these areas occur about 50 to 75 percent of the time.
There can be a considerable degree of discomfort due to adverse weather (heat and cold), insects (bees, mosquitos, ticks); walking in snow or on wet ground.	50 to 60 percent of the time.

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Routinely one has to carry more then two or three pieces of equipment. These may include but are not limited to: an instrument or receiver, tripods or bipods, cutting tools and hammer, monumentation, traverse hubs, etc.	< 50 lbs but cumbersome	Often during the summer field season, 3-4 days per week
Clearing traverse lines and setting corner monuments may require moving obstacles such as blow downs, large rocks or other debris (natural or manmade).	<> 50 lbs	10 to 20 % of the time these tasks are performed

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
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Long drives and hikes. Projects can be up to a 2 hour drive from the work station and a 45 to 60 minute walk into the site where work ended the previous day.	Up to 40% of the time associated "in the field".

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Property surveying involves multiple disciplines including but not limited to the use of engineering principles where measurements and equipment use are concerned, mathematics and statistics for calculations and analysis; parcel mapping, GIS, the use of databases, computer software and hardware and related Information Technology. Curriculum for degree programs in surveying consist of courses in engineering, advance mathematics, statistics, GIS, CAD, GPS, computer programming and more. In addition to the background education and involved disciplines it requires knowledge in Boundary Law for establishing boundary location and control. Land Surveying in the State of Vermont is a Licensed Profession, requiring that one meets minimum standards when involved with a property survey. All work performed for a property survey must be under the supervision of a licensed land surveyor.

This position may perform property surveys with no direct supervision with a high level of independence that requires responsible judgement and responsible charge. The position is accountable for the work performed and has substantial responsibility for ANR lands and interests in land. Surveying is a highly technical field requiring specialized skills and the use of expensive equipment and sophisticated software.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The ability to complete accurate boundary surveys; the ability to organize and present defensible information relative to property boundaries for use in legal boundary disputes; the ability to work under strenuous physical conditions and demanding work loads.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The employee must have both an educational background and experience in survey. Additionally they must be able to carry out surveying tasks in a manner that is useful for many different purposes as the position may be assigned work for different ANR departments and individual. This requires flexibility while maintaining high standards at the same time.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

n/a

4. Suggested Title and/or Pay Grade:

Survey Technician; PG 20

DocuSigned by:

Becca Washburn

Supervisor's Signature (required):

Date: 6/7/2022

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Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

[Empty text box for response]

Suggested Title and/or Pay Grade:

[Empty text box for suggested title and/or pay grade]

Personnel Administrator's Signature (required):

Jane Modica Date: *6/8/2022*

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty text box for appointing authority comments]

Suggested Title and/or Pay Grade:

[Empty text box for suggested title and/or pay grade]

DocuSigned by:
M. C. Spt

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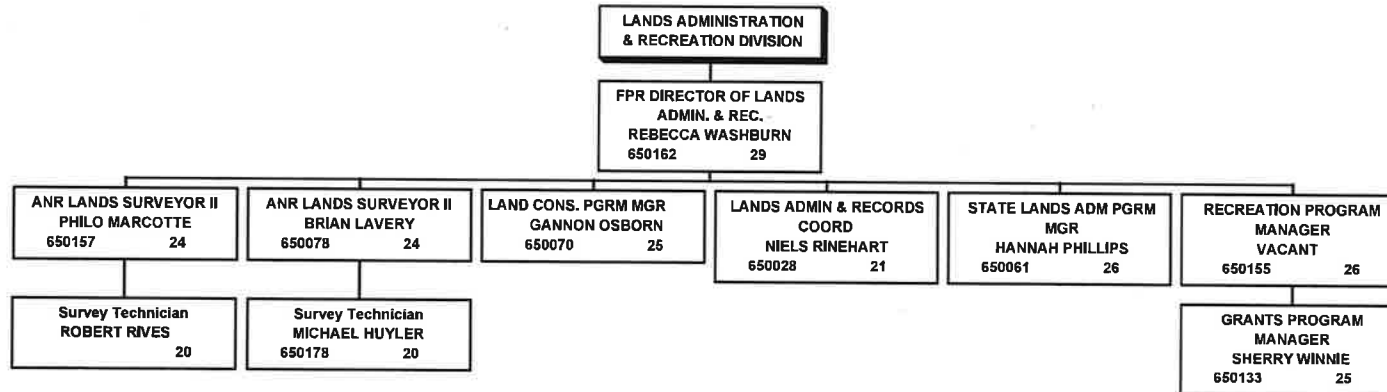
6/8/2022

Appointing Authority or Authorized Representative Signature (required)

Date

DEPARTMENT OF FORESTS, PARKS AND RECREATION ORGANIZATION CHART LANDS ADMINISTRATION & RECREATION

January 6, 2022



FORESTS, PARKS AND RECREATION
LANDS ADMINISTRATION &
RECREATION
FPR 6

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF DOMESTIC GRANT 21-DG-11094200-126
Between The
FORESTS, PARKS AND RECREATION, VERMONT DEPT OF
And The
USDA, FOREST SERVICE
STATE AND PRIVATE FORESTRY, REGION 9**

Program Title: FOREST LEGACY ACQUISITION-WORCESTER WOODS III

Upon execution of this document, an award to FORESTS, PARKS AND RECREATION, VERMONT DEPT OF, hereinafter referred to as "VTDFPR," in the amount of **\$5,200,000.00**, is made under the authority of p.l. 95-313, Cooperative Forestry Assistance Act of 1978. The Assistance Listing (formerly Catalog of Federal Domestic Assistance - CFDA) number and name are 10.676 Forest Legacy Program. VTDFPR accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated May 10, 2021, and the attached Forest Service provisions, 'Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

This authority requires a match of 25%, which your organization has agreed to meet, as shown in the attached application, financial plan and narrative.

This is an award of Federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at SM.FS.R9SPFgrants@usda.gov.

The following administrative provisions apply to this award:

- A. **LEGAL AUTHORITY.** VTDFPR shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. **PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this award.



Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Kate Sudhoff Address: 1 National Life Drive City, State, Zip: North Pownal, VT 05260 Telephone: 805-505-0678 Email: kate.sudhoff@vermont.gov	Name: Kim McKee Address: 1 National Life Drive, Davis 2 City, State, Zip: Montpelier, VT 05620 Telephone: 802-522-7028 Email: kimberley.mckee@vermont.gov

Principal Forest Service Contacts:

Forest Service Program Manager Contact	Forest Service Administrative Contact
Name: Kirston Buczak Address: 626 E. Wisconsin Ave City, State, Zip: Milwaukee, WI 53202 Telephone: 414-297-3609 Email: Kirston.Buczak@usda.gov	Name: John LaBounty Address: 626 E. Wisconsin Ave City, State, Zip: Milwaukee, WI 53202 Telephone: 414-297-3645 Email: john.labounty@usda.gov

- C. **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM).** VTDFPR shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or award term(s). Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- D. **ADVANCE AND REIMBURSABLE PAYMENTS – FINANCIAL ASSISTANCE.** Advance and Reimbursable payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and must be submitted no more than monthly. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations.

Advance payments must not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. If the Recipient receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the Forest Service can approve the request for payment. Any funds advanced, but not spent, upon expiration of this award must be returned to the Forest

Service.

The Program Manager reserves the right to request additional information prior to approving a payment. To expedite payment, please attach a list of expenses that match the approved project budget when submitting each SF-270. Each SF-270 shall include the award number **21-DG-11094200-126** in Block 4. If this award has multiple projects, each project must be identified in separate columns for tracking purposes in Block 11.

The invoice must be sent by one of three methods: EMAIL (preferred): SM.FS.asc_ga@usda.gov FAX: 877-687-4894 POSTAL: Albuquerque Service Center Payments – Grants & Agreements 101B Sun Ave NE Albuquerque, NM 87109
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- E. INDIRECT COST RATES. The approved indirect cost rate at the time of execution is **11.40%** as shown in the NICRA provided by the Cooperator.

As new NICRAs are agreed to between VTDFPR and their cognizant audit agency, the revised provisional or final rate(s) are automatically incorporated into this award, as appropriate, and must specify (1) the agreed upon rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The award obligation will not increase as a result of indirect cost rate increases. Updates to NICRAs will not affect the total funds available for this award unless documented in a formally executed modification.


If the NICRA is for a provisional rate, VTDFPR shall be reimbursed at the established provisional rate(s), subject to appropriate adjustment when the final rate(s) for the fiscal year are established.

- F. PRIOR WRITTEN APPROVAL. VTDFPR shall obtain prior written approval pursuant to conditions set forth in 2 CFR 200.407.
- G. MODIFICATIONS. Modifications within the scope of this award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 90 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.
- H. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature.
The start date of this award is July 1, 2021. Pre-award costs are authorized pursuant to

2 CFR 200.458.

The end date, or expiration date is **June 30, 2024**. This instrument may be extended by a properly executed modification. *See Modification Provision above.*

- I. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof the parties hereto have executed this award.

DocuSigned by:

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8/11/2021

Date

Forests, Parks and Recreation, Vermont Dept Of

Michael C. Commissioner
Snyder

ROBERT LUECKEL

Deputy Regional Forester
Region 9, State and Private Forestry

Date

The authority and the format of this award have been reviewed and approved for signature.

JOHN

LABOUNTY

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JOHN LABOUNTY
Date: 2021.07.22
07:28:04 -05'00'

7/22/21

JOHN W. LABOUNTY

Forest Service Grants Management Specialist

Date

ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS

- A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, VTDFPR may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.
- B. FOREST SERVICE LIABILITY TO THE RECIPIENT. The United States shall not be liable to VTDFPR for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by VTDFPR or any third party.
- C. NOTICES. Any notice given by the Forest Service or VTDFPR will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To VTDFPR, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. SUBAWARDS. VTDFPR shall notify Subrecipients under this award that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.330 through .332.
- E. FINANCIAL STATUS REPORTING. A Federal Financial Report, Standard Form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted annually. These reports are due 90 days after the reporting period ending December 31. The final SF-425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 120 days from the expiration date of the award. These forms may be found at <https://www.grants.gov/web/grants/forms.html>.
- F. PROGRAM PERFORMANCE REPORTS. The recipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in award.

In accordance with 2 CFR 200.301, reports must relate financial data to performance accomplishments of the federal award.

VTDFPR shall submit annual performance reports. These reports are due 90 days after the reporting period end. The final performance report shall be submitted either with VTDFPR's final payment request, or separately, but not later than 120 days from the

Detailed Budget information:

Information from SF-424A Section B – Budget Categories

	Federal Funds	Nonfederal Funds	Totals (Must match Column 5 under Section B of SF-424A)
a. Personnel	\$55,163.00	\$22,984.00	\$78,147.00
b. Fringe			\$0.00
c. Travel			\$0.00
d. Equipment *			\$0.00
e. Supplies			\$0.00
f. Contractual	\$15,000.00	\$0.00	\$15,000.00
g. Construction			\$0.00
h. Other			\$0.00
i. Total Direct Charges (Sum of a. thru h.)	\$70,163.00	\$22,984.00	\$93,147.00
j. Indirect Charges	\$4,837.00	\$2,016.00	\$6,853.00
k. TOTAL Estimated Costs (Sum of i. & j.)	\$75,000.00	\$25,000.00	\$100,000.00

* Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.