



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: May 27, 2009  
Subject: JFO #2379

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

**JFO #2379** — \$15,449.00 grant from the National Association of State Foresters to Forests, Parks and Recreation. These grant funds will assist in the development of State Assessment and Resource Strategies for the Vermont Forest Resource Plan, including the provision of Geographic Information Systems (GIS) services and public involvement meetings.

*[JFO received 4/27/09]*

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, 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: Jonathan Wood, Secretary  
Jason Gibbs, Commissioner

**From:** "Clark, Sarah" <Sarah.Clark@state.vt.us>  
**To:** "Nathan Lavery" <nlavery@leg.state.vt.us>, Michael Obuchowski <OBIE@le...>  
**CC:** "Sinclair, Steve" <Steve.Sinclair@state.vt.us>, "Gibbs, Jason" <Jason.Gi...>  
**Date:** 5/19/2009 2:21 PM  
**Subject:** RE: Questions on JFO 2379

Representative Obuchowski,

Below are responses to your questions related to JFO 2379.

1. The division of Forestry does pay annual dues for membership in the National Association of State Foresters. Forestry has budgeted \$7,000 for this membership in FY 2010. This annual due fee covers membership in both the National Association of State Foresters and the Northeastern Area Association of State Foresters.
2. The \$5,000 was an estimate of the cost to purchase the laptop and projector. Forestry will purchase both items off of state contract through the Agency of Natural Resources Information Technology division. The cost of the laptop will likely be closer to \$2,000 and the LCD project should cost around \$1,000. The balance will be used to cover other operating costs such as the printing of the Forest Resource Plan.

Please let me know if you have any additional questions.

Thank you,  
Sarah

Sarah Clark  
Financial Manager  
Forests, Parks & Recreation  
103 South Main Street, 10 South  
Waterbury, VT 05671-0601  
Phone: (802) 241-3646  
Fax: (802) 244-1481

-----Original Message-----

From: Nathan Lavery [mailto:nlavery@leg.state.vt.us]  
Sent: Tuesday, May 19, 2009 10:01 AM  
To: Clark, Sarah  
Cc: Michael Obuchowski  
Subject: Questions on JFO 2379

Hello Ms. Clark,

The following questions were raised regarding the grant to FPR for work on the forest resource plan:

- 1) Does the State of Vermont pay annual dues for membership in the National Association of State Foresters? If so, how much is budgeted in FY10?
- 2) What are the technical specifications of the laptop and projector? Is \$5,000 for these two items reasonable? Are there less expensive alternatives? If so, what capabilities would you be sacrificing?

If you need further clarification, please contact me via phone (828-1488) or email. Please copy Rep. Obuchowski (obie@leg.state.vt.us) on your response. Thank you.

Nathan Lavery  
Fiscal Analyst  
Legislative Joint Fiscal Office  
One Baldwin Street  
Montpelier VT 05633-5301  
(802) 828-1488  
nlavery@leg.state.vt.us



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: April 27, 2009  
Subject: Grant Request

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration:

**JFO #2379** — \$15,449.00 grant from the National Association of State Foresters to Forests, Parks and Recreation. These grant funds will assist in the development of State Assessment and Resource Strategies for the Vermont Forest Resource Plan, including the provision of Geographic Information Systems (GIS) services and public involvement meetings. [*JFO received 4/27/09*]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

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](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by May 11 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner  
Jonathan Wood, Secretary  
Jason Gibbs, Commissioner



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Representative Tony Klein  
From: Nathan Lavery, Fiscal Analyst  
Date: April 27, 2009  
Subject: JFO #2379

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski  
Stephen Klein

JFO 2379

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Title: National Association of State Foresters – State Assessment Grant

This is a request for approval of a grant to assist FPR in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan.

DATE: April 10, 2009

DEPARTMENT: Forests, Parks and Recreation (ANR)

GRANT / DONATION: \$15,449.00

FEDERAL CATALOG No.:

GRANTOR / DONOR: National Association of State Foresters

AMOUNT / VALUE: \$15,449.00

POSITIONS REQUESTED: None

GRANT PERIOD: 3/19/2009 to 6/30/2010

COMMENTS: See attachments.

A 4/10/09

DEPARTMENT OF FINANCE AND MANAGEMENT:  
SECRETARY OF ADMINISTRATION  
SENT TO JOINT FISCAL OFFICE:

(INITIAL) SM 4/10/09  
(INITIAL) SM 4/14/09  
DATE: 4/16/09

**RECEIVED**  
APR 27 2009  
**JOINT FISCAL OFFICE**

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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Natural Resources			
2. Department:	Forests, Parks & Recreation			
3. Program:	Forestry			
4. Legal Title of Grant:	National Association of State Foresters - State Assessment Grant			
5. Federal Catalog #:	N/A			
6. Grant/Donor Name and Address:	National Association of State Foresters, 444 North Capitol Street NW, Suite 540, Washington, DC 20001			
7. Grant Period:	From:	3/19/2009	To:	6/30/2010
8. Purpose of Grant:	To assist Forests, Parks and Recreation in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan. The funds will be used to provide for GIS services, to purchase equipment to assist with public involvement meetings and to design and print the forest resource plan.			
9. Impact on existing program if grant is not Accepted:	Forestry will have to cover the cost of the Forest Resource Plan with state funds. Completion of this plan is a required in order to received federal funds.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
<b>Expenditures:</b>	<b>FY 09</b>	<b>FY 10</b>	<b>FY</b>	
Personal Services	\$3,862	\$6,587	\$	
Operating Expenses	\$	\$5,000	\$	
Grants	\$	\$	\$	
<b>Total</b>	\$	\$	\$	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$3,862	\$11,587	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$3,862	\$11,587	\$	
Grant (source National Association of State Foresters)	\$	\$	\$	
<b>Total</b>	\$3,862	\$11,587	\$	
Appropriation No:	6130020000	Amount:	\$15,449	
			\$	
			\$	
			\$	
			\$	

REC'D APR 7 2009

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

		\$
		\$
	<b>Total</b>	\$15,449

**PERSONAL SERVICE INFORMATION**

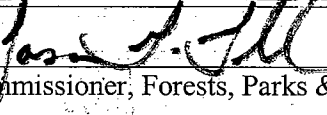
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

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

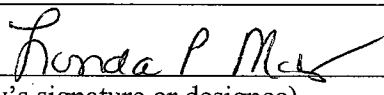
**13. AUTHORIZATION AGENCY/DEPARTMENT**

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: <b>9/1/09</b>
	Title: Commissioner, Forests, Parks & Recreation	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted		Date: <b>4/16/09</b>
<input type="checkbox"/> Rejected		(Governor's signature)

**15. SECRETARY OF ADMINISTRATION**

<input type="checkbox"/> Check One Box: Request to JFO		Date: <b>4/14/09</b>
<input type="checkbox"/> Information to JFO		(Secretary's signature or designee)

**16. DOCUMENTATION REQUIRED**

Required GRANT Documentation	
<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input checked="" type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)
<input checked="" type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input checked="" type="checkbox"/> Grant Budget	

**End Form AA-1**



March 17, 2009

Mr. Steven Sinclair  
 Vermont State Forester  
 Dept. Forests, Parks & Recreation  
 103 S. Main Street  
 Waterbury, VT 05671-0601

Dear Steve:

This represents official approval of your grant in the amount of \$ 15,449.00.  
 The related signed grant application is enclosed, as well.

These funds are available to you from the National Association of State Foresters with support of the USDA Forest Service State & Private Forestry organization.

As recipient of this grant you are required to follow the rules and guidelines that were presented to you during the grant application process. It is important that all costs are allowable under OMB Circular A-122, Cost Principles for Nonprofit Organizations; and are subject to OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations and are supported by proper documentation. Requests for reimbursement not properly supported will not be paid.

Enclosed you will find the Request for Reimbursement, Grant Progress Report and Financial Status forms. The Grant Progress Report and Financial Status forms are to be completed and returned the NASF Director of Finance, Grants and Administration by September 1, 2009. These forms will be available to you electronically in the Member Only section of the NASF website.

All questions should be directed to LouAnn Gilmer, NASF Director of Finance, Grants and Administration. She may be reached at (202) 624-5258 or [lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org).

Sincerely yours,

James J. Farrell  
 Executive Director  
 National Association of State Foresters

Enclosures



# National Association of State Foresters



Please fax or mail this form to:  
 LouAnn Gilmer  
 National Assoc. of State Foresters  
 444 N. Capitol St NW, Suite 540  
 Washington DC 20001  
 Fax: 202-624-5407

Questions? Contact 202-624-5258  
 or [lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org)

## State Assessment Grant Application

### Contact Information

Contact Name: Steven Sinclair Date: March 2, 2009  
 Job Title: Direct of Forests Phone: 802-241-3680  
 State: Vermont Email: steve.sinclair@state.vt.us

### Type of Grant Request

Please check ONE:

- Regional Grant** (up to \$300,000 per region\*)  
*Documentation indicating Regional Executive Committee approval is required*
- Individual State/Territory Grant** (\$8644 per state or territory plus additional allocated funds if applicable\*)
- Multi-state/territory Grant** (combination of Individual Grants\*)  
*Documentation indicating agreement by all participating states/territories is required*

### Grant Amount and Matching Funding/Services

Grant amount requested: ~~\$16,000.00~~ only \$15,449 available  
 50/50 Match Requirement: All grant recipients must match funding with an equal amount of financial or in-kind support.

Please check those that apply:

- Matched Funding** Match funding amount: \_\_\_\_\_  
 Description: \_\_\_\_\_
- In-kind Services Match** In-kind value: \$16,000  
 Description: Staff time conducting assessment, conducting public meetings and plan development, plus donated time of State Stewardship Committee.

### Details

The following documentation will be provided to NASF to itemize and support costs and in-kind matching:  
 Invoices and payments.  
 State accounting of staff time for match.  
 Signed verification of volunteer in-kind match.

Project Description (attach additional information if needed):  
 Funds to be used to reimburse for GIS services provided to the Department from the Agency Central office, purchase of a laptop and LCD projector for public involvement meetings, and design/layout and printing costs associated with developing the forest resource plan.

All grant applications must be submitted by an NASF member in good standing.

State/Territorial Forester Signature Steven J Sinclair Date 3/2/09

### FOR NASF USE ONLY

NASF Executive Director Signature [Signature] Date 3/19/09

\* See NASF State Assessment Grants Process for further guidance

STATE of VERMONT  
AGENCY of NATURAL RESOURCES  
DEPARTMENT OF FORESTS, PARKS & RECREATION

MEMORANDUM

Tel: (802) 241-3646

Fax: (802) 244-1481

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TO: Jason Aronowitz, Budget and Management Analyst

THRU: Steve Chadwick, Director of Admin Services, Agency of Natural Resources

FROM: Sarah Clark, Business Manager, Dept of Forests, Parks & Recreation *SC*

DATE: April 1, 2009

SUBJECT: National Association of State Foresters Grant

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Attached you will find a request for grant acceptance for a grant from the National Association of State Foresters for \$15,449. These funds will be used to assist Forests, Parks and Recreation in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan. The funds will be used to provide for GIS services, to purchase equipment to assist with public involvement meetings and to design and print the forest resource plan. The state match is provided through the in-kind use of state funds. The grant funds will not be expended until review and approval from the Governor and the Joint Fiscal Committee.

If you have any questions, please contact me.

**NATIONAL ASSOCIATION OF STATE FORESTERS  
STATE ASSESSMENT GRANTS PROCESS**

January 2009

**BACKGROUND**

The 2008 Farm Bill amended the Cooperative Forestry Assistance Act of 1978 to include requirements for Statewide Assessments and Strategies. States must complete a State Assessment and Resource Strategy within two years after enactment of the 2008 Farm Bill to be eligible to receive funds under the authorities of the Act. The National Association of State Foresters (NASF) is partnering with the USDA Forest Service State & Private Forestry (S&PF) organization to develop State Assessments and Resource Strategies.

Through funding support provided by S&PF, NASF will manage two types of grants consistent with federal guidelines and funds availability to assist NASF members: Regional Grants and State/Territorial Grants.

**REGIONAL GRANTS - \$900,000**

\$900,000/3 regions = \$300,000/region

- Purpose is to support a group project(s) that results in a template or other tools all NASF members within the region can use.
- Each affiliated regional organization of NASF – the Council of Western State Foresters (CWSF), the Northeast Area Association of State Foresters (NAASF), and the Southern Group of State Foresters (SGSF) – must provide to NASF a plan for utilizing \$300,000 in grant funds. The plan must document approval by the Regional Executive Committee, describe how grant funds will benefit all NASF members within the region, and describe the scope of work.
- Remaining funds not fully utilized to support regional templates or tools will be available equally to NASF members within the region (see rules and guidelines below).

**STATE/TERRITORIAL GRANTS - \$510,000**

\$510,000/59 states, territories, and associated states = \$8644/NASF member

- Purpose is to provide supplemental support to individual NASF members.
- Any NASF member in good standing may submit a funding request to NASF for \$8644 plus allocated funds remaining from unused regional and state/territorial grants (see rules and guidelines below).
- NASF members may agree to combine grant funding to support multi-state/territory projects (see rules and guidelines below).

**RULES & GUIDELINES**

**Eligibility**

1. Grants will be distributed directly NASF members or to others with written authorization. For regional grants, authorization must be provided by the Regional Executive Committee. For state/territorial grants, authorization must be provided by the State or Territorial Forester.
2. Only NASF members in good standing are eligible for grant funding. Only NASF members in good standing can acquire and use regional templates or other tools supported by grant funding.

### **Allocation of Funding**

1. Base grant amounts are \$300,000 per region and \$8644 per state or territory. Remaining and unused funds from regional and state/territorial grants will be allocated to NASF members equally within each region.
2. The amount and allocation of remaining and unused funds will be agreed upon within each region in consultation with NASF. The Regional Executive Committee President should provide written documentation to NASF indicating the amount of remaining and unused funding from regional grants. NASF members that decline state/territorial grants should provide written documentation to NASF to confirm the availability of additional funds for allocation within the region.
3. Initial requests for state/territorial grants can be increased from the base grant amount (\$8644) to include additional allocated funds, or additional allocated funds can be applied for in subsequent requests.
  - Example: Region A plans to use \$188,000 of the \$300,000 Regional Grant. The remainder (\$112,000) is equally available to all 20 members in the region. Each state/territory in Region A can request a \$14,244 State/Territorial Grant:  $\$8644 + \$112,000/20 = \$8644 + \$5600 = \$14,244$ .
4. State/territorial grants may be combined to support multi-state/territory projects at the regional, sub-regional, or inter-regional level. The application must be accompanied by a letter of intent or written authorization from participating states/territories or the Regional President.
  - Example: 3 states agree to combine grants and submit one application for \$25,932 ( $\$8644 \times 3$ ).

### **Fund Availability**

1. Grants will be distributed on a reimbursement basis to cover anticipated or incurred expenses directly related to the development of state assessments and resource strategies.
2. Grant payment and reimbursement requests are subject to the availability of federal funds. Advance payment requests may be submitted for documented anticipated costs within a 30-day period. Grant recipients should allow at least 60-days to receive requested grant funds.

### **Allowable Costs**

1. Travel costs will not be reimbursed unless NASF has written documentation that identifies authorized travelers in advance.
2. Grant funds must support the development of Statewide Forest Resource Assessments and Resource Strategies as authorized in the 2008 Farm Bill.
3. Funding requests must clearly document how the funds will be used consistent with Farm Bill requirements for state assessments. Examples of allowable costs include public meetings, printing and distribution, supplemental GIS work, consultants, etc.

### **Documentation**

1. Recipients of grant funds must submit invoices and documentation to NASF that clearly describe allowable costs, products and outcomes, authorized travel, and matching funding.
2. All funding requests must document a 50/50 match, which can include in-kind services or support.
3. Grant recipients must provide NASF with copies of contracts, vendor agreements, invoices, and all other financial documentation for work supported by the grant.
4. All grant recipients must provide NASF with a written accomplishment report by September 1, 2009 describing progress and outcomes.

**Application & Approval**

1. All grant applications must be submitted by a State/Territorial Forester in writing on an application form provided by NASF.
2. Regional grant applications must be accompanied by documentation indicating Regional Executive Committee approval.
3. Multi-state/territory applications must be accompanied by documentation indicating agreement by all participating State/Territorial Foresters.
4. NASF will approve and process grant applications consistent with the rules and guidelines described above.

**Questions? Please contact:**

LouAnn Gilmer  
Director of Finance, Grants, & Administration  
(202) 624-5258  
[lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org)

**From:** "Clark, Sarah" <Sarah.Clark@state.vt.us>  
**To:** "Nathan Lavery" <nlavery@leg.state.vt.us>, "Sinclair, Steve" <Steve.Si...>  
**CC:** "Aronowitz, Jason" <Jason.Aronowitz@state.vt.us>, "Chadwick, Steve" <Ste...>  
**Date:** 4/27/2009 8:47 AM  
**Subject:** RE: Forest resource plan grant

Nathan,  
Please see our responses to your questions below. Let me know if you need any additional information.

1. Budget - It is important to note that these figures are estimates at this point. FPR plans to spend approximately \$4,000 for GIS services. Depending on work load, this work will either be performed by the Agency of Natural Resources IT group or the VT Land Trust. FPR plans to spend approximately \$5,000 on a laptop and an LCD projector to assist at the public involvement meetings. The remaining funds will be spent on design, layout and printing of the forest resource plan.

The in-kind match represents the Forestry division's staff time spent coordinating and managing this project.

2. Timeline - FPR is waiting for approval on this grant to start the work described. Minimal staff time has been spent preparing for this process. Once approved, FPR will begin the process to purchase the laptop and LCD projector and to contract for the GIS services as soon as possible. Below is a the project timeline. It should be completed by early Spring 2010.

Spring/Summer 2009 - Conduct assessments and draft strategies  
Fall 2009 - Seek input from stakeholders and partners  
Winter 2010 - Release draft plan, seek comments and make changes  
Spring 2010 - Receive approvals and publish plan.

Nathan, do you have a sense of when we'll be notified about the status of this AA-1 application?

Thank you,  
Sarah

Sarah Clark  
Financial Manager  
Forests, Parks & Recreation  
103 South Main Street, 10 South  
Waterbury, VT 05671-0601  
Phone: (802) 241-3646  
Fax: (802) 244-1481

-----Original Message-----

From: Nathan Lavery [mailto:nlavery@leg.state.vt.us]  
Sent: Friday, April 24, 2009 11:54 AM  
To: Sinclair, Steve  
Cc: Clark, Sarah  
Subject: Forest resource plan grant

Hello Mr. Sinclair,

The materials associated with the grant from the National Association of State Foresters for assistance in developing State Assessment and Resource Strategies have arrived at my desk. Before these materials are submitted for review to members of the Joint Fiscal Committee, please provide the following additional information:

1) A budget that details the plan for spending the grant funds as well as the in-kind match. The materials I have mention spending on items such as "GIS services" and "equipment to assist with public involvement meetings" as well as the designing and printing of the forest resource plan, but do not specify how much will be spent on such activities.

2) A time line that describes the current status of the project, anticipated milestones (with projected dates), and how the project will be completed to meet the requirements of the 2008 farm bill.

If you have any questions, please contact me anytime. Once this information is received, I'll distribute the entire package to the Joint Fiscal Committee for review. Thank you.

Nathan Lavery  
Fiscal Analyst  
Legislative Joint Fiscal Office  
One Baldwin Street  
Montpelier VT 05633-5301

(802) 828-1488  
nlavery@leg.state.vt.us

JFO 2379

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Title: National Association of State Foresters – State Assessment Grant

This is a request for approval of a grant to assist FPR in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan.

DATE: April 10, 2009

DEPARTMENT: Forests, Parks and Recreation (ANR)

GRANT / DONATION: \$15,449.00

FEDERAL CATALOG No.:

GRANTOR / DONOR: National Association of State Foresters

AMOUNT / VALUE: \$15,449.00

POSITIONS REQUESTED: None

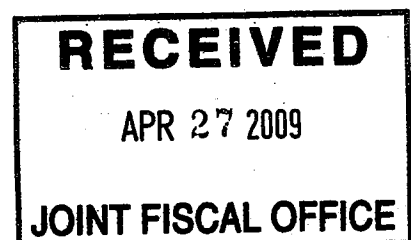
GRANT PERIOD: 3/19/2009 to 6/30/2010

COMMENTS: See attachments.

A 4/10/09

DEPARTMENT OF FINANCE AND MANAGEMENT:  
SECRETARY OF ADMINISTRATION  
SENT TO JOINT FISCAL OFFICE:

(INITIAL) SM 4/10/09  
(INITIAL) SM 4/14/09  
DATE: 4/16/09





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

**BASIC GRANT INFORMATION**

<b>1. Agency:</b>	Agency of Natural Resources		
<b>2. Department:</b>	Forests, Parks & Recreation		
<b>3. Program:</b>	Forestry		
<b>4. Legal Title of Grant:</b>	National Association of State Foresters - State Assessment Grant		
<b>5. Federal Catalog #:</b>	N/A		
<b>6. Grant/Donor Name and Address:</b>	National Association of State Foresters, 444 North Capitol Street NW, Suite 540, Washington, DC 20001		
<b>7. Grant Period:</b>	<b>From:</b>	3/19/2009	<b>To:</b> 6/30/2010
<b>8. Purpose of Grant:</b>	To assist Forests, Parks and Recreation in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan. The funds will be used to provide for GIS services, to purchase equipment to assist with public involvement meetings and to design and print the forest resource plan.		
<b>9. Impact on existing program if grant is not Accepted:</b>	Forestry will have to cover the cost of the Forest Resource Plan with state funds. Completion of this plan is a required in order to received federal funds.		

**10. BUDGET INFORMATION**

	SFY 1 FY 09	SFY 2 FY 10	SFY 3 FY	Comments
<b>Expenditures:</b>				
Personal Services	\$3,862	\$6,587	\$	Personal Services
Operating Expenses	\$	\$5,000	\$	Operating Expenses
Grants	\$	\$	\$	Grants
<b>Total</b>	\$	\$	\$	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	State Funds:
Cash	\$	\$	\$	Cash
In-Kind	\$3,862	\$11,587	\$	In-Kind
Federal Funds:	\$	\$	\$	Federal Funds:
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$3,862	\$11,587	\$	Other Funds:
Grant (source National Association of State Foresters)	\$	\$	\$	
<b>Total</b>	\$3,862	\$11,587	\$	

<b>Appropriation No:</b>	6130020000	<b>Amount:</b>	\$15,449
			\$
			\$
			\$
			\$

**REC'D APR 7 2009**

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

		\$
		\$
	<b>Total</b>	\$15,449

**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: \_\_\_\_\_ (initial)

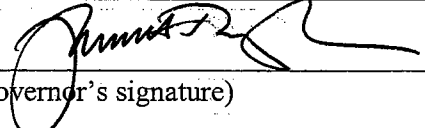
12. Limited Service Position Information:	# Positions	Title
<b>Total Positions</b>		

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

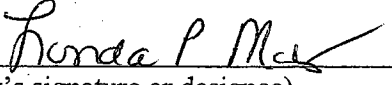
**13. AUTHORIZATION AGENCY/DEPARTMENT**

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: <b>9/1/09</b>
	Title: Commissioner, Forests, Parks & Recreation	
	Signature: _____	Date: _____
	Title: _____	

**14. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Check One Box: Accepted	 (Governor's signature)	Date: <b>4/16/09</b>
<input type="checkbox"/> Rejected		Date: _____

**15. SECRETARY OF ADMINISTRATION**

<input type="checkbox"/> Check One Box: Request to JFO	 (Secretary's signature or designee)	Date: <b>9/14/09</b>
<input type="checkbox"/> Information to JFO		Date: _____

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

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

End Form AA-1



March 17, 2009

Mr. Steven Sinclair  
Vermont State Forester  
Dept. Forests, Parks & Recreation  
103 S. Main Street  
Waterbury, VT 05671-0601

Dear Steve:

This represents official approval of your grant in the amount of \$ 15,449.00.  
The related signed grant application is enclosed, as well.

These funds are available to you from the National Association of State Foresters with support of the USDA Forest Service State & Private Forestry organization.

As recipient of this grant you are required to follow the rules and guidelines that were presented to you during the grant application process. It is important that all costs are allowable under OMB Circular A-122, Cost Principles for Nonprofit Organizations; and are subject to OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations and are supported by proper documentation. Requests for reimbursement not properly supported will not be paid.

Enclosed you will find the Request for Reimbursement, Grant Progress Report and Financial Status forms. The Grant Progress Report and Financial Status forms are to be completed and returned the NASF Director of Finance, Grants and Administration by September 1, 2009. These forms will be available to you electronically in the Member Only section of the NASF website.

All questions should be directed to LouAnn Gilmer, NASF Director of Finance, Grants and Administration. She may be reached at (202) 624-5258 or [lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org).

Sincerely yours,

James J. Farrell  
Executive Director  
National Association of State Foresters

Enclosures

# National Association of State Foresters



Please fax or mail this form to:  
 LouAnn Gilmer  
 National Assoc. of State Foresters  
 444 N. Capitol St NW, Suite 540  
 Washington DC 20001  
 Fax: 202-624-5407

Questions? Contact 202-624-5258  
 or [lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org)

## State Assessment Grant Application

### Contact Information

Contact Name: Steven Sinclair Date: March 2, 2009  
 Job Title: Direct of Forests Phone: 802-241-3680  
 State: Vermont Email: steve.sinclair@state.vt.us

### Type of Grant Request

Please check ONE:

- Regional Grant** (up to \$300,000 per region\*)  
*Documentation indicating Regional Executive Committee approval is required*
- Individual State/Territory Grant** (\$8644 per state or territory plus additional allocated funds if applicable\*)
- Multi-state/territory Grant** (combination of Individual Grants\*)  
*Documentation indicating agreement by all participating states/territories is required*

### Grant Amount and Matching Funding/Services

Grant amount requested: \$16,000.00 *only \$15,449 available*  
 50/50 Match Requirement: All grant recipients must match funding with an equal amount of financial or in-kind support.

Please check those that apply:

- Matched Funding** Match funding amount: \_\_\_\_\_  
 Description: \_\_\_\_\_
- In-kind Services Match** In-kind value: \$16,000  
 Description: Staff time conducting assessment, conducting public meetings and plan development, plus donated time of State Stewardship Committee.

### Details

The following documentation will be provided to NASF to itemize and support costs and in-kind matching:  
 Invoices and payments.  
 State accounting of staff time for match.  
 Signed verification of volunteer in-kind match.

Project Description (attach additional information if needed):  
 Funds to be used to reimburse for GIS services provided to the Department from the Agency Central office, purchase of a laptop and LCD projector for public involvement meetings, and design/layout and printing costs associated with developing the forest resource plan.

All grant applications must be submitted by an NASF member in good standing.

State/Territorial Forester Signature Steven Sinclair Date 3/2/09

**FOR NASF USE ONLY**

NASF Executive Director Signature [Signature] Date 3/19/09

\* See NASF State Assessment Grants Process for further guidance

STATE of VERMONT  
AGENCY of NATURAL RESOURCES  
DEPARTMENT OF FORESTS, PARKS & RECREATION

MEMORANDUM

Tel: (802) 241-3646

Fax: (802) 244-1481

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TO: Jason Aronowitz, Budget and Management Analyst

THRU: Steve Chadwick, Director of Admin Services, Agency of Natural Resources

FROM: Sarah Clark, Business Manager, Dept of Forests, Parks & Recreation *sc*

DATE: April 1, 2009

SUBJECT: National Association of State Foresters Grant

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Attached you will find a request for grant acceptance for a grant from the National Association of State Foresters for \$15,449. These funds will be used to assist Forests, Parks and Recreation in developing State Assessment and Resource Strategies for the Vermont Forest Resource Plan. The funds will be used to provide for GIS services, to purchase equipment to assist with public involvement meetings and to design and print the forest resource plan. The state match is provided through the in-kind use of state funds. The grant funds will not be expended until review and approval from the Governor and the Joint Fiscal Committee.

If you have any questions, please contact me.

**NATIONAL ASSOCIATION OF STATE FORESTERS  
STATE ASSESSMENT GRANTS PROCESS**

January 2009

**BACKGROUND**

The 2008 Farm Bill amended the Cooperative Forestry Assistance Act of 1978 to include requirements for Statewide Assessments and Strategies. States must complete a State Assessment and Resource Strategy within two years after enactment of the 2008 Farm Bill to be eligible to receive funds under the authorities of the Act. The National Association of State Foresters (NASF) is partnering with the USDA Forest Service State & Private Forestry (S&PF) organization to develop State Assessments and Resource Strategies.

Through funding support provided by S&PF, NASF will manage two types of grants consistent with federal guidelines and funds availability to assist NASF members: Regional Grants and State/Territorial Grants.

**REGIONAL GRANTS - \$900,000**

\$900,000/3 regions = \$300,000/region

- Purpose is to support a group project(s) that results in a template or other tools all NASF members within the region can use.
- Each affiliated regional organization of NASF – the Council of Western State Foresters (CWSF), the Northeast Area Association of State Foresters (NAASF), and the Southern Group of State Foresters (SGSF) – must provide to NASF a plan for utilizing \$300,000 in grant funds. The plan must document approval by the Regional Executive Committee, describe how grant funds will benefit all NASF members within the region, and describe the scope of work.
- Remaining funds not fully utilized to support regional templates or tools will be available equally to NASF members within the region (see rules and guidelines below).

**STATE/TERRITORIAL GRANTS - \$510,000**

\$510,000/59 states, territories, and associated states = \$8644/NASF member

- Purpose is to provide supplemental support to individual NASF members.
- Any NASF member in good standing may submit a funding request to NASF for \$8644 plus allocated funds remaining from unused regional and state/territorial grants (see rules and guidelines below).
- NASF members may agree to combine grant funding to support multi-state/territory projects (see rules and guidelines below).

**RULES & GUIDELINES**

**Eligibility**

1. Grants will be distributed directly NASF members or to others with written authorization. For regional grants, authorization must be provided by the Regional Executive Committee. For state/territorial grants, authorization must be provided by the State or Territorial Forester.
2. Only NASF members in good standing are eligible for grant funding. Only NASF members in good standing can acquire and use regional templates or other tools supported by grant funding.

### **Allocation of Funding**

1. Base grant amounts are \$300,000 per region and \$8644 per state or territory. Remaining and unused funds from regional and state/territorial grants will be allocated to NASF members equally within each region.
2. The amount and allocation of remaining and unused funds will be agreed upon within each region in consultation with NASF. The Regional Executive Committee President should provide written documentation to NASF indicating the amount of remaining and unused funding from regional grants. NASF members that decline state/territorial grants should provide written documentation to NASF to confirm the availability of additional funds for allocation within the region.
3. Initial requests for state/territorial grants can be increased from the base grant amount (\$8644) to include additional allocated funds, or additional allocated funds can be applied for in subsequent requests.
  - Example: Region A plans to use \$188,000 of the \$300,000 Regional Grant. The remainder (\$112,000) is equally available to all 20 members in the region. Each state/territory in Region A can request a \$14,244 State/Territorial Grant:  $\$8644 + \$112,000/20 = \$8644 + \$5600 = \$14,244$ .
4. State/territorial grants may be combined to support multi-state/territory projects at the regional, sub-regional, or inter-regional level. The application must be accompanied by a letter of intent or written authorization from participating states/territories or the Regional President.
  - Example: 3 states agree to combine grants and submit one application for \$25,932 ( $\$8644 \times 3$ ).

### **Fund Availability**

1. Grants will be distributed on a reimbursement basis to cover anticipated or incurred expenses directly related to the development of state assessments and resource strategies.
2. Grant payment and reimbursement requests are subject to the availability of federal funds. Advance payment requests may be submitted for documented anticipated costs within a 30-day period. Grant recipients should allow at least 60-days to receive requested grant funds.

### **Allowable Costs**

1. Travel costs will not be reimbursed unless NASF has written documentation that identifies authorized travelers in advance.
2. Grant funds must support the development of Statewide Forest Resource Assessments and Resource Strategies as authorized in the 2008 Farm Bill.
3. Funding requests must clearly document how the funds will be used consistent with Farm Bill requirements for state assessments. Examples of allowable costs include public meetings, printing and distribution, supplemental GIS work, consultants, etc.

### **Documentation**

1. Recipients of grant funds must submit invoices and documentation to NASF that clearly describe allowable costs, products and outcomes, authorized travel, and matching funding.
2. All funding requests must document a 50/50 match, which can include in-kind services or support.
3. Grant recipients must provide NASF with copies of contracts, vendor agreements, invoices, and all other financial documentation for work supported by the grant.
4. All grant recipients must provide NASF with a written accomplishment report by September 1, 2009 describing progress and outcomes.

**Application & Approval**

1. All grant applications must be submitted by a State/Territorial Forester in writing on an application form provided by NASF.
2. Regional grant applications must be accompanied by documentation indicating Regional Executive Committee approval.
3. Multi-state/territory applications must be accompanied by documentation indicating agreement by all participating State/Territorial Foresters.
4. NASF will approve and process grant applications consistent with the rules and guidelines described above.

**Questions? Please contact:**

LouAnn Gilmer  
Director of Finance, Grants, & Administration  
(202) 624-5258  
[lgilmer@stateforesters.org](mailto:lgilmer@stateforesters.org)



**From:** "Clark, Sarah" <Sarah.Clark@state.vt.us>  
**To:** "Nathan Lavery" <nlaavery@leg.state.vt.us>, "Sinclair, Steve" <Steve.Si...>  
**CC:** "Aronowitz, Jason" <Jason.Aronowitz@state.vt.us>, "Chadwick, Steve" <Ste...>  
**Date:** 4/27/2009 8:47 AM  
**Subject:** RE: Forest resource plan grant

Nathan,  
Please see our responses to your questions below. Let me know if you need any additional information.

1. Budget - It is important to note that these figures are estimates at this point. FPR plans to spend approximately \$4,000 for GIS services. Depending on work load, this work will either be performed by the Agency of Natural Resources IT group or the VT Land Trust. FPR plans to spend approximately \$5,000 on a laptop and an LCD projector to assist at the public involvement meetings. The remaining funds will be spent on design, layout and printing of the forest resource plan.

The in-kind match represents the Forestry division's staff time spent coordinating and managing this project.

2. Timeline - FPR is waiting for approval on this grant to start the work described. Minimal staff time has been spent preparing for this process. Once approved, FPR will begin the process to purchase the laptop and LCD projector and to contract for the GIS services as soon as possible. Below is a the project timeline. It should be completed by early Spring 2010.

Spring/Summer 2009 - Conduct assessments and draft strategies  
Fall 2009 - Seek input from stakeholders and partners  
Winter 2010 - Release draft plan, seek comments and make changes  
Spring 2010 - Receive approvals and publish plan.

Nathan, do you have a sense of when we'll be notified about the status of this AA-1 application?

Thank you,  
Sarah

Sarah Clark  
Financial Manager  
Forests, Parks & Recreation  
103 South Main Street, 10 South  
Waterbury, VT 05671-0601  
Phone: (802) 241-3646  
Fax: (802) 244-1481

-----Original Message-----

**From:** Nathan Lavery [mailto:nlaavery@leg.state.vt.us]  
**Sent:** Friday, April 24, 2009 11:54 AM  
**To:** Sinclair, Steve  
**Cc:** Clark, Sarah  
**Subject:** Forest resource plan grant

Hello Mr. Sinclair,

The materials associated with the grant from the National Association of State Foresters for assistance in developing State Assessment and Resource Strategies have arrived at my desk. Before these materials are submitted for review to members of the Joint Fiscal Committee, please provide the following additional information:

1) A budget that details the plan for spending the grant funds as well as the in-kind match. The materials I have mention spending on items such as "GIS services" and "equipment to assist with public involvement meetings" as well as the designing and printing of the forest resource plan, but do not specify how much will be spent on such activities.

2) A time line that describes the current status of the project, anticipated milestones (with projected dates), and how the project will be completed to meet the requirements of the 2008 farm bill.

If you have any questions, please contact me anytime. Once this information is received, I'll distribute the entire package to the Joint Fiscal Committee for review. Thank you.

Nathan Lavery  
Fiscal Analyst  
Legislative Joint Fiscal Office  
One Baldwin Street  
Montpelier VT 05633-5301

## INFORMATION NOTICE

The following item was recently received by the Joint Fiscal Committee:

**JFO #2379** — \$15,449.00 grant from the National Association of State Foresters to Forests, Parks and Recreation. These grant funds will assist in the development of State Assessment and Resource Strategies for the Vermont Forest Resource Plan, including the provision of Geographic Information Systems (GIS) services and public involvement meetings.

*[JFO received 4/27/09]*



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Representative Tony Klein  
From: Nathan Lavery, Fiscal Analyst  
Date: April 27, 2009  
Subject: JFO #2379

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski  
Stephen Klein