



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: September 22, 2017
Subject: Grant Request #2896 – 2899

Enclosed please find four (4) items, including two (2) limited-service positions, which the Joint Fiscal Office has received from the administration.

JFO #2896 – \$198,000 from the VT Housing and Conservation Board to the VT Dept. of Fish & Wildlife. The funds will be used to acquire a 50-acre parcel in the town of Benson adjacent to the Pond Woods Wildlife Management Area and abutting Sunset Lake. The grant funds will be combined with \$172,000 in federal funding to achieve the total \$370,000 cost of the land (including legal fees and survey work). The Department would be responsible for the costs of future PILOT, kiosks and signage.
[JFO received 9/8/17]

JFO #2897 – \$50,000 from the VT Housing and Conservation Board to the VT Dept. of Fish & Wildlife. The funds will be used to acquire a 281.4-acre parcel in the town of Fair Haven adjacent to the Green Mountain Conservation Camp. A new wildlife management area would be created in association with the camp. The grant funds will be combined with funding from multiple special fund sources within the Department to achieve the total \$235,000 cost (including legal fees and survey work). The Department would be responsible for the costs of future PILOT, kiosks and signage.
[JFO received 9/12/17]

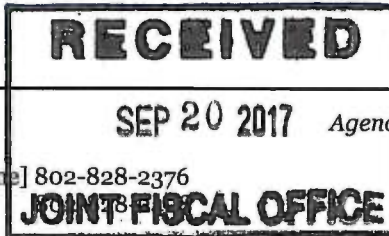
JFO #2898 – \$41,550 from the U.S. Forest Service to the VT Dept. of Forests, Parks and Recreation. **One (1) limited-service position is associated with this request.** The funds will be used to hire a position titled Forester I in a limited-service capacity to fulfill increasing land management demands in Southern Vermont. The position would collaborate closely with U.S. Forest Service staff. The federal grant will cover 50% of the position costs and the State would be required to fund the remaining 50%. The Department intends to utilize Land and Facilities Trust Fund dollars to cover the match. The position would be funded by federal dollars through 9/30/2019.
[JFO received 9/20/17]

JFO #2899 – \$190,000 from the U.S. Geological Survey and the U.S. Environmental Protection Agency to the VT Dept. of Environmental Conservation. The funds would be used to

improve the collection and interpretation of water use data to facilitate future water delivery infrastructure replacement in order to reduce the risks of delivery interruption from drought, contamination and other hazards. **One (1) limited-service position is associated with this request.** The funding would allow the Department to hire an Environmental Scientist III in a limited-service capacity to develop GIS and 3-D subsurface datasets and improve the listing of well locations in the Well Driller database, among other related duties. The grant funding would run through 9/30/2019, and no State match would be required.

[JFO received 9/20/17]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 6, 2017 we will assume that you agree to consider as final the Governor's acceptance of these requests.



9/18/17

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

[phone] 802-828-2376
 [fax]

JFO 2898

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

Grant Summary: Funding for the Department of Forests, Parks and Recreation of the Agency of Natural Resources to hire an additional Forester in a Limited Service position to respond to increasing land management and recreation demands that are backlogged in southern Vermont.

Date: 8/18/2017

Department: Forests, Parks and Recreation of the Agency of Natural Resources

Legal Title of Grant: Good Neighbor Agreement - Supplemental Project Agreement

Federal Catalog #: 10.691

Grant/Donor Name and Address: US Forest Service, Beaverton, OR.

Grant Period: From: 6/5/2017 To: 9/30/2019



Grant/Donation: \$41,550

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$15,580	\$25,970	\$	\$41,550	

Position Information:	# Positions	Explanation/Comments
	1	Forester I

Additional Comments:

Has Vantage budget detail been reviewed and reconciled? Yes No DIS 8/15/17 (Analyst Initial)

Department of Finance & Management		(Initial)
Secretary of Administration		(Initial)
Sent To Joint Fiscal Office	9/18/17	Date



9/18/17

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:		Forestry			
4. Legal Title of Grant:		Good Neighbor Agreement Supplemental Project Agreement			
5. Federal Catalog #:		10.691			
6. Grant/Donor Name and Address: United States Forest Service, 1369 SW 178th Place, Beaverton, OR 97006					
7. Grant Period:		From: 6/5/2017	To: 9/30/2019		
8. Purpose of Grant: This partnership between the federal government and the State is focused on improving forest management services and watershed restoration activities.					
9. Impact on existing program if grant is not Accepted: If not accepted we would not be able to take advantage of this funding and opportunity to strengthen our relationship with our federal partner. With the funds from this agreement we plan to hire a limited service forester to increase capacity and complete projects in the southeastern Vermont forestry district. The assistance of this new position is much needed as existing staff are at or beyond capacity. This position will help FPR respond to increasing land management and recreation demands.					
10. BUDGET INFORMATION					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 18	FY 19	FY		
Personal Services	\$31,163	\$51,937	\$		
Operating Expenses	\$2,000	\$500	\$	Computer, phone, travel	
Grants	\$	\$	\$		
Total	\$33,163	\$52,437	\$		
Revenues:					
State Funds:	\$17,583	\$26,467	\$	Special Fund - Lands and Facilities Trust Fund	
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:	\$	\$	\$		
(Direct Costs)	\$15,580	\$25,970	\$	\$41,550 FF	
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:	\$	\$	\$		
Grant (source)	\$	\$	\$		
Total	\$33,163	\$52,437	\$		
Appropriation No:	6130020000		Amount:	\$85,600	

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

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 Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801
www.vtfpr.org

Agency of Natural Resources
Kristin Freeman
[phone] 802-522-0730
kristin.freeman@vermont.gov

MEMORANDUM

TO: Joint Fiscal Committee
THROUGH: Sam Winship, Assistant Director of Budget and Management, Department of Finance and Management
Molly Paulger, Classification Director, Department of Human Resources
Michael Snyder, Commissioner, Department of Forests, Parks and Recreation
FROM: Kristin Freeman, Financial Manager, Department of Forests, Parks and Recreation
DATE: July 27, 2017
RE: AA-1 Request for Acceptance of USFS Grant and Limited Service Position Request

Kristin Freeman

The Department of Forests, Parks and Recreation (FPR) seeks acceptance of funding from the U.S. Forest Service (USFS) and requests one limited service position. The funding received from the USFS under the Good Neighbor Authority authorizes the USFS to partner with states to improve forest management services and watershed restoration activities. This partnership will strengthen the relationship of the two largest public land management entities in southern Vermont (USFS and FPR) and will provide much needed assistance in one of FPR's most understaffed forestry districts. The funding will allow us to add a limited service position to increase FPR's capacity to respond to the increasing land management and recreation demands in southern Vermont. Specific work areas include long range management planning, addressing boundary line encroachment issues, assisting with a significant backlog of work related to resource inventory and assessments, managing invasive plants and providing outreach and education to the public.

Please find the following documents enclosed:

- AA-1 Form
- Responses to Standard Questions for AA-1
- DHR JFO Limited Service Position Request Form
- Request for Classification Action
- Organizational Chart
- Grant Agreement
- Grant Budget

Thank you for your consideration.



AUG 02 2017

State of Vermont
Department of Forests, Parks & Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3801
www.vtfpr.org

Agency of Natural Resources
Kristin Freeman
[phone] 802-522-0730
kristin.freeman@state.vt.us

Standard Questions for AA-1 Grant Approval

For Grant Approval Requests:

1. Are there any state matching requirements or contributions?
Yes, a 50% match is required. Special funds will be used for match, the Lands and Facilities Trust Fund.
2. Is the State already performing the function for which the funds are intended?
The State currently partners with the U.S. Forest Service and performs duties that will be performed by the new requested limited service forester. This agreement and the associated funding is intended to strengthen the federal/state partnership and will provide additional staff capacity to complete backlogged work. Foresters in the southeastern region have very heavy workloads and have a backlog of projects to address.
3. After the term of the grant expires, what is the intent for the underlying activity? Does the grant funded activity cease to exist? Will the state be asked to assume financial responsibility?
If available we will seek continued federal funding to support this position after the initial grant expires. If federal funding is not available and we are not able to find other funds to support the position we would end the limited service position.
4. What are the measurements that are going to be used to evaluate the effectiveness of the expenditure?
The new forester will be supervised by an experienced, high level forestry manager. This manager will provide oversight and support to this employee with the aim of meeting established goals and strengthening the State/Federal partnership.
5. How will the grant funds be expended? What is the budget for the grant funds, including all funding sources, for the duration of the grant?
Grant funds will be utilized to pay for one limited service forester.
6. What entities are collaborating on this grant; departments, community organizations?
The U.S. Forest Service and the Vermont Department of Forests, Parks and Recreation
7. What is the intended staffing level for the grant funded activity?
One limited service staff member.



New Position Requests:

1. How is the position funded?

Funding is provided through a new federal grant from the U.S. Forest Service. There is a 50% match requirement under this grant, match will be provided by State special funds from the Lands and Facilities Trust Fund project allocation.

2. What is the duration of the position?

Initially one year. If additional funding is received we will seek an extension.

3. Are there other staff that currently perform this work?

Yes, please see the response in #2. This position will provide additional support to foresters in the southeastern forestry district. In addition to assisting with workload that is handled by existing foresters this new position will handle new duties related to the partnership with the U.S. Forest Service and will complete related Forest Service projects.

4. Is there any residual salary and benefit costs that will be paid by the state?

The 50% required match will be paid by the state.

5. What job functions will the requested position perform?

State land management activities including boundary maintenance, timber marking, forest inventory, timber harvest administration, recreation assistance and trail work; Mapping including GIS to support annual stewardship work plan, timber harvest plans and long range management plans; Wildlife Habitat improvement including administration of mowing projects for habitat goals, apple tree release and pruning, hard mast crop tree release, vegetation management for birds and rare snakes; Road maintenance including cleaning culverts, maintaining and installing waterbars, bridge construction, brush cutting, and oversight of contracted road work; Recreation infrastructure support including construction and maintenance of information kiosks, parking areas, and trail-heads; Invasive plant species management including contractor oversight, herbicide control and manual control efforts; Prescribed burning

Duties when working with the U.S. Forest Service include: interpreting silvicultural prescriptions and marking guides, timber cruising and harvest planning, boundary marking, estimating quality and quantity of timber, working from aerial photos to create drafts of timber harvest areas; Reforestation program assistance including preparing and inspecting contracts for site preparation crop tree release, stand examinations and planting; Genetic improvement program including conducting field trials, collecting data, and maintaining plantations.

6. Are there any vacant positions within the department that could be reassigned to perform these functions?

No.



**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: Forests, Parks and Recreation Date: 7/27/17

Name and Phone (of the person completing this request): Kristin Freeman, phone: 522-0730

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):

United States Forest Service Good Neighbor Agreement Supplemental Project Agreement. FS Agreement
#17-GN-11092000-032
\$41,550 funding with 50% match requirement

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>
Forester I	1	Forestry	9/30/2019

*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 will increase FPR's capacity to respond to increasing land management and recreation demands in southern Vermont. We are in need of additional foresters in this region to address a backlog of work related to land management. In addition to helping with workload and capacity issues this position will strengthen FPR's partnership with our primary federal partner in the forestry division.

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

 7/21/17
Signature of Agency or Department Head Date

 7/31/17
Approved/Denied by Department of Human Resources Date

 9/11/17
Approved/Denied by Finance and Management Date

 9/14/17
Approved/Denied by Secretary of Administration Date

Comments: Request appears reasonable from a program/staffing perspective. Defer to F&M on Funding/budget impact.

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 # _____	Date Received (Stamp)
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: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

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.*

State land management activities including boundary maintenance, timber marking, forest inventory, timber harvest administration, recreation assistance and trail work; Mapping including GIS to support annual stewardship work plan, timber harvest plans and long range management plans; Wildlife Habitat improvement including administration of mowing projects for habitat goals, apple tree release and pruning, hard mast crop tree release, vegetation management for birds and rare snakes; Road maintenance including cleaning culverts, maintaining and installing waterbars, bridge construction, brush cutting, and oversight of contracted road work; Recreation infrastructure support including construction and maintenance of information kiosks, parking areas, and trail-heads; Invasive plant species management including contractor oversight, herbicide control and manual control efforts; Prescribed burning.

Duties when working with the U.S. Forest Service include: interpreting silvicultural prescriptions and marking guides, timber cruising and harvest planning, boundary marking, estimating quality and quantity of timber, working from aerial photos to create drafts of timber harvest areas; Reforestation program assistance including preparing and inspecting contracts for site preparation crop tree release, stand examinations and planting; Genetic improvement program including conducting field trials, collecting data, and maintaining plantations.

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*.

Collaborate activities with Green Mt. National Forest officials who staff and manage the timber management program; the recreation management program; and the wildlife habitat program. Work with Vermont ANR staff on state land management goals and objectives including, Fish and Wildlife personnel, Environmental Conservation staff, and Forest, Parks and Recreation colleagues. Will also guide private contractors and perform outreach and education activities with public and communities. Will act as link between US Forest Service and State of Vermont on land management techniques to facilitate ways to share procedures and cross-train between 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.

Must be a Vermont licensed forester or obtain license within one year of hire date. Working knowledge and principles of forestry science, natural resource management, forest ecology, forest recreation, entomology and pathology, wildlife management; Skill in the application of Geographic Information Systems software and other mapping tools, and in the application of data management; Ability to formulate and implement forest management recommendations, ability to communicate effectively orally and in writing; ability to plan, gather, administer and analyze natural resources inventory data; ability to use microsoft suite of computer software; Understanding of the fundamentals of timber cruising including tree measurement, map reading, compass use, plant identification, timber defect recognition and quality determination, interpretation of aerial photographs, and use of timber cruising tools and instruments.

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:

N/A

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.

Provided with a broad range of tasks and priorities to be completed within a set of variables such as availability of other staff to assist when needed, weather (as much work is achieved outdoors), priorities layed out in the annual work plan and fine tuned through monthly and weekly meetings.

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.*

Interpreting complex silvicultural prescriptions, interpreting data and maps, working outside in rough terrain in all types of weather and frequently alone; splitting time between and working under two different organizations (US Forest Service and Vermont FPR) which will require a clear understanding of both organizations and their differences in operating procedures. Will require the navigation of two distinct organizational cultures

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.*

To assist in practicing exemplary public land management and achieving goals set out in the Long Range Management Plans for state and federal parcels. To help complete the wide variety of management responsibilities FPR and the USFS are tasked with. Enhance the collaboration between the USFS and State of Vermont. To enhance the working landscape goals of the current and previous administrations through timber harvesting, forest health, flood resiliency and recreational opportunities. Increase the amount of habitat restored, quality timber produced, boundary lines maintained and roads improved.

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.

- 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?
Working outside in remote area under all weather conditions	70%
Working under the stress of avoiding tick bites and other blood borne pathogens.	60%

- 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?
chainsaw and brush cutting work	15%
Insect bites leading to lyme or other diseases	50%

- 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?
log bolts, brush, equipment	30-75 lbs	

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

Type	How Much of the Time?
Hiking long distances	25%
Using power equipment	15%

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.

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?

Support of FPR's state land management activities in district II. Field forestry work such as mapping, inventory, boundaries, timber harvest preparation, road maintenance and wildlife habitat. Recreation opportunities advancement. Collaboration with the Green Mountain National Forest

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?

.Mapping, forestry skills, collaboration and teamwork, chainsaw

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

4. Suggested Title and/or Pay Grade:

Forester I/PG 21

Supervisor's Signature (required):

Paul McKen

Date:

7/26/17

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).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required):

Barbara Mosway Date: 7/26/17

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.

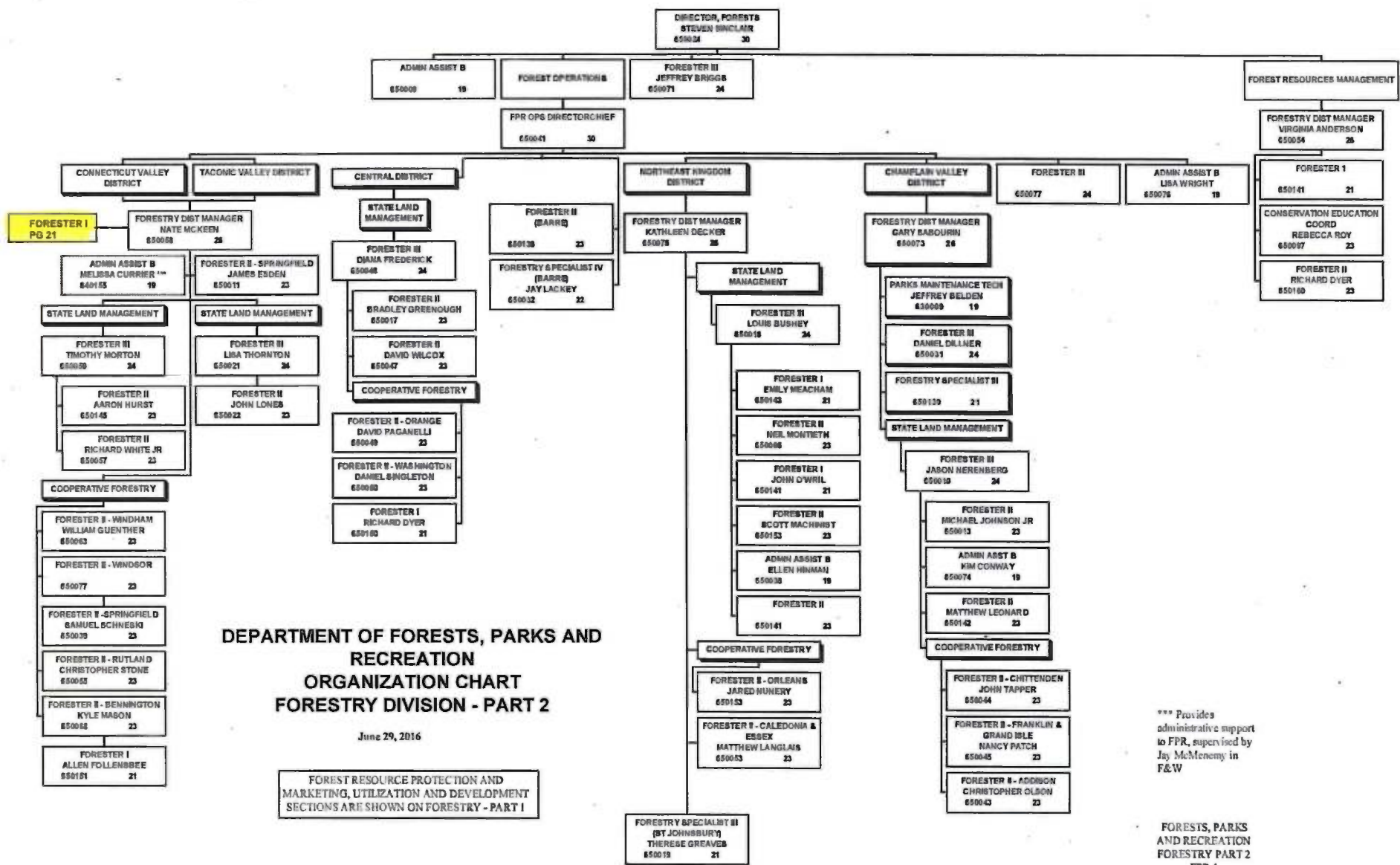
Suggested Title and/or Pay Grade:

Michael G. Soder

7/27/17

Appointing Authority or Authorized Representative Signature (required)

Date



**DEPARTMENT OF FORESTS, PARKS AND RECREATION
ORGANIZATION CHART
FORESTRY DIVISION - PART 2**

June 29, 2016

FOREST RESOURCE PROTECTION AND MARKETING, UTILIZATION AND DEVELOPMENT SECTIONS ARE SHOWN ON FORESTRY - PART I

*** Provides administrative support to FPR, supervised by Jay McMenemy in F&W

FORESTS, PARKS AND RECREATION
FORESTRY PART 2
FPR 4



**GOOD NEIGHBOR AGREEMENT
SUPPLEMENTAL PROJECT AGREEMENT**

To

MASTER GOOD NEIGHBOR AGREEMENT #16-GN-11092000-005

BETWEEN

VERMONT AGENCY OF NATURAL RESOURCES,
DEPARTMENT OF FORESTS, PARKS, AND RECREATION

AND THE

USDA, FOREST SERVICE
GREEN AND FINGER LAKES NATIONAL FOREST

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between Vermont Agency of Natural Resources, Department of Forests, Parks, and Recreation hereinafter referred to as "the State," and the USDA, Forest Service, Region 9, Green Mountain and Finger Lakes National Forests, hereinafter referred to as the "U.S. Forest Service," under the authority of the Agricultural Act of 2014, Pub. L. 113-79, section 8206, 16 USC 2113A, (Good Neighbor Authority) and specified under the provisions of Master Good Neighbor Agreement #16-GN-11092000-005. The CFDA for this agreement is 10.691.

Title: Shared Forester Position

Good Neighbor Supplemental Project Agreement for Forest Restoration Services

Authorized Activities: Only authorized forest, rangeland, and watershed restoration services are allowed under this SPA which includes activities to treat insect and disease infected trees; activities to reduce hazardous fuels; and any other activities to restore or improve forest, rangeland, and watershed health, including fish, and wildlife habitat. Services not allowed under this SPA includes construction, reconstruction, repair, or restoration of paved or permanent roads or parking areas and construction, alteration, repair, or replacement of public buildings or works; as well as projects in wilderness areas, wilderness study areas, and lands where removal of vegetation is prohibited or restricted. Road maintenance and construction and decommissioning of temporary roads necessary to implement restoration or improvement projects are allowed. Timber Sales may be conducted on National Forest System (NFS) lands as approved in Appendix D of this SPA.

I. GENERAL PROJECT DESCRIPTION

The State is establishing a full-time position in their organization that will be shared with the U.S. Forest Service within the life of this agreement. The desire is to share the position approximately 50/50 to work on forestry tasks, activities, and projects, but this percentage could vary from year to year depending on each agencies workload. The annual percentage will be agreed upon by both parties and funded accordingly.



The purpose of this agreement is to facilitate cooperation and shared resources to inventory, mark, layout timber sales as well as assist in reforestation and silvicultural activities as needed on the Green Mountain National Forest as well as lands administered and/or regulated by the State of Vermont, in accordance with the following provisions and the hereby incorporated Statement of Work (SOW), attached as Appendix A, and Operating and Financial Plan, attached as Appendix B.

In consideration of the above premises, the parties agree as follows:

II. RESPONSIBILITIES:

A. The State shall:

1. Collaborate with the Forest Service in development of the Statement of Work (SOW) as described in C1 below.
2. Perform the activities described in the SOW, attached as Appendix A, and the Timber Removal Plan, Appendix D, if attached. As appropriate, work will comply with requirements of the National Environmental Policy Act (NEPA) decision as well as provided or approved silvicultural prescriptions and timber marking guides. The State shall utilize the information provided by the Forest Service to comply with Federal regulations including the protection of federal resources, permitted uses and forest product accountability.
3. FINANCIAL STATUS REPORTING. A Federal Financial Report, form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted annually. These reports are due 30 days after the reporting period ending September 30. The final SF-425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 90 days from the expiration date of the Good Neighbor Agreement. These forms may be found at www.whitehouse.gov/omb/grants_forms.

B. The U.S. Forest Service shall:

1. Collaborate with the State in development of the SOW as described in C1 below.
2. Perform the activities described in the SOW, attached as Appendix A, and the Timber Removal Plan, Appendix D, if attached. The Forest Service must be involved in the development and implementation of any work performed on NFS lands.
3. Complete all necessary NEPA requirements. Any decision required to be made under NEPA with respect to any authorized restoration services to be provided under this agreement on NFS lands shall not be delegated to the State.



4. Provide information to the State, such as NEPA mitigation or requirements; silviculture prescriptions and marking guides; and locations of protected resources as necessary to comply with federal law, regulation, and policy.
5. Ensure appropriate boundary line determination and designation is completed prior to implementation of project activities.

C. It Is Mutually Understood and Agreed By And Between The Parties That:

1. JOINT STATEMENT OF WORK (SOW). Both parties will collaborate in the development of an SOW, which will be incorporated and made a part of this agreement. At a minimum, the SOW must clearly provide a plan of operations and quality control for project work, identify activities to be performed, and the responsible party. The funding for those activities will correspond to and be reflected in the financial plan. A timeline for the work activities should be included to serve as a monitoring tool for both parties, and to help ensure completion of the work within the period of performance of the SOW. The work described in the SOW must reflect the activities approved in the applicable NEPA document and any mitigation activities identified therein.
2. AVAILABILITY FOR CONSULTATION. Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.
3. REIMBURSABLE PAYMENTS. Reimbursable payments are approved under this SPA. The U.S. Forest Service shall reimburse the State for the Forest Service's share of actual expenses incurred, not to exceed \$41,550.00, as shown in the Financial Plan. Only costs for those project activities approved in (1) the initial agreement, 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.

The Program Manager reserves the right to request additional information prior to approving a payment:

The invoice must be sent by one of three methods (email is preferred):

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894



POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to: Jeff Tilley at jtilley@fs.fed.us

4. OVERPAYMENT. Any funds paid to the State in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the State to the U.S. Forest Service:

- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned.

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the State.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

5. NON-FEDERAL STATUS FOR STATE PARTICIPANT LIABILITY. The State agree(s) that any of their employees, volunteers, sub-recipients, contractors, and participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the State hereby willingly agrees to assume these responsibilities to the extent allowed by state law.

Further, the State shall provide any necessary training to their employees, volunteers, sub-recipients, contractors, and participants to ensure that such personnel are capable of performing tasks to be completed. The State shall also supervise and direct the work of its employees, volunteers, and participants performing under this SPA.

6. CONTRACT REQUIREMENTS. When procuring property and services under this Master Agreement, the State must follow the same policies and procedures it uses for procurements from its non-Federal funds, as described in 2 CFR 200.317.



7. MODIFICATIONS. Modifications within the scope of this agreement 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 30 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
8. PROGRAM PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of activities described in the SOW to ensure that performance goals are being achieved.

Performance reports shall contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable,
- Reason(s) for delay if established goals were not met,

The State shall submit ANNUAL performance reports. These reports are due (30/90) days after the reporting period. The final performance report shall be submitted either with the State's final payment request, or separately, but not later than 90 days from the expiration date of this SPA.

9. COORDINATION OF LAW ENFORCEMENT. Either party to this agreement shall provide to the other party, any and all reports of violations of law cited within the project area or otherwise associated with the activities of the agreement.
10. BUILDING AND COMPUTER ACCESS BY NON-FOREST SERVICE PERSONNEL. The State may be granted access to U.S. Forest Service facilities and/or computer systems to accomplish work described in the Operating Plan or Statement of Work. All non-government employees with unescorted access to U.S. Forest Service facilities and computer systems must have background checks following the procedures established by USDA Directives 3800 series. Those granted computer access must fulfill all U.S. Forest Service requirements for mandatory security awareness and role-based advance security training, and sign all applicable U.S. Forest Service statements of responsibilities.
11. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction or with approval of the Forest Service become property of the United States. These improvements are be subject to the same regulations and administration of the Forest Service as would other National Forest improvements of a similar nature. No part of this SPA entitles the State to any interest in the improvements, other than the right to use and enjoy them under applicable Forest Service regulations.



12. USE OF GOVERNMENT OWNED VEHICLES. U.S. Forest Service vehicles may be used by the State employees or State participants for official U.S. Forest Service business only accordance with FSH 7109.19, chapter 60, the requirements established by the region in which performance of this agreement takes place, and the terms of this agreement.
13. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this agreement is not available for reimbursement of the State's purchase of equipment and supplies. Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over 1 year.
14. AGREEMENT CLOSE-OUT. Within 90 days after expiration or notice of termination the parties shall close out this SPA.

Any unobligated balance of cash advanced to the State or unexpended program income must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 2 CFR 200.343.

Within a maximum of 90 days following the date of expiration or termination of this SPA, all financial performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by the State.

If this SPA is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

15. TERMINATION BY MUTUAL AGREEMENT. This SPA may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and the State agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 2. By 30 days written notification by either party setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated. If the U.S. Forest Service decides that the remaining portion of the SPA will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate this SPA in its entirety.

Upon termination of an agreement, the State shall not incur any new obligations for the terminated portion of this SPA after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to the State for the U.S. Forest Service share that cannot be cancelled and were properly incurred by the State up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.



III. CONTACTS & TIME LIMITS:

A. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal State Contacts:

State Program Contact	State Administrative Contact
Name: Nate McKeen Address: 100 Mineral St. Suite 304 City, State, Zip: Springfield, VT 05156 Telephone: 802-777-0814 FAX: 802-885-8890 Email: Nate.mckeen@vermont.gov	Name: Kristin Freeman Address: 1 National Life Dr., Davis 2 City, State, Zip: Montpelier, VT 05620 Telephone: 802-552-0730 FAX: 802-828-1399 Email: Kristin.freeman@vermont.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Jeff Tilley Address: 231 North Main Street City, State, Zip: Rutland, VT 05701 Telephone: 802-747-6758 FAX: 802-767-6766 Email: jtilley@fs.fed.us	Name: Jeffrey Gaede Address: 1369 SW 178 th Place City, State, Zip: Beaverton, OR 97006 Telephone: 503-747-5401 FAX: Email: jgaede@fs.fed.us

B. PERIOD OF PERFORMANCE. This SPA is executed as of the date of the Forest Service signatory official signature. The expiration date is **09/30/2019**. This instrument may be extended by a properly executed modification.

IV. APPROVAL

A. 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 agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

6/2/17

MICHAEL SNYDER, Commissioner
Vermont Department of Forests, Parks, and
Recreation

Date



[Signature]
JOHN A. SINCLAIR, Forest Supervisor
U.S. Forest Service, Green Mountain National Forest

6/5/2017
Date

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

Jeffrey S. Gaede
JEFFREY S. GAEDE
U.S. Forest Service Grants Management Specialist

06/01/2017
Date

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0239. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



APPENDIX A

SCOPE OF WORK

Recommended elements for Scope of Work:

1. Description of the project and agreed-to activities
2. As applicable, include a map and description of the project area, treatment activities corresponding treated acres, and other agreed-to activities
3. Plan of operations
4. Quality control plan
5. Timeline for work activities

SPECIFICATIONS. *[By item number, describe the type of work, i.e., slash treatment, weed treatments, etc. and the corresponding specifications.]:*

The State Shall:

Establish a full time position to be shared between the US Forest Service and the State. The position will be shared approximately equally between both parties. Duties for this position to be executed on National Forest and State lands include:

- Marking and cruising timber (must become certified as a qualified timber cruiser)
- Timber sale layout and boundary marking in accordance with environmental assessments and other instruction, considering factors such as transportation system, topography, fuels management, silvicultural objectives, wildlife needs, stream protection and other related resource considerations.
- Determining acreage by traverse, map or aerial photograph methods, or Global Positioning System (GPS).
- Preparing reports describing timber sales, resource considerations and, topographic features
- Providing technical assistance to specialists in the development of complex logging plans and preliminary road location.
- Administration of timber sales.
- Mapping including GIS to support annual stewardship work plan, timber harvest plans and long range management plans
- Assistance with reforestation and inventory work including plantation and natural regeneration survival examinations, stand exams and other surveys.
- Assistance with inspecting and preparing contracts for site preparation, crop tree release, stand examinations and planting.
- Support for genetic improvement programs, conduct field trials, perform data collection and perform plantation maintenance.



- Wildlife habitat improvement including administration of mowing projects for habitat goals, apple tree release and pruning, hard mast crop tree release, vegetation management for birds and rare snakes.
- Invasive plant species management including contractor oversight, herbicide control and manual control efforts.
- Other multifunctional work, as assigned, in forestry or other areas of resource management such as wildlife, recreation, visuals, invasive plant control, and fire management.

Work cooperatively with the Forest Service, according to agreed-upon roles and responsibilities, to coordinate scheduling of work and leave for this position on a regular basis. At minimum scheduling should be coordinated monthly, and more frequently as needed based on project needs and changing priorities.

Act on issues related to performance of agreed upon duties as

The Forest Service Shall:

Support and aid the establishment a full time position to be shared between the US Forest Service and the State. The position will be shared approximately equally between both parties

Work cooperatively with the State according to agreed-upon roles and responsibilities, to:

- Coordinate scheduling of work and leave for this position on a regular basis. At minimum scheduling should be coordinated monthly, and more frequently as needed based on project needs and changing priorities.
- Communicate and cooperate to address performance related needs and issue related to the position.

Attachment: Appendix B

USFS Agreement No.: 17-GN-11092000-032
Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
 (1) No program income is expected and
 (2) The Cooperator is not giving cash to the FS and
 (3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$0.00	\$41,550.00	\$41,550.00	\$0.00	\$83,100.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$0.00	\$41,550.00	\$41,550.00	\$0.00	\$83,100.00
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$0.00				\$0.00
Total	\$0.00	\$41,550.00	\$41,550.00	\$0.00	\$83,100.00
Total Project Value:					\$83,100.00

<u>Matching Costs Determination</u>	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 50.00%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 50.00%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.

NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract=\$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total
VDFPR forester	\$277.00	150.00		\$41,550.00
20 days FY 2017				\$0.00
130 days FY 2018				\$0.00
				\$0.00
Total Salaries/Labor				\$41,550.00
Subtotal Direct Costs			\$41,550.00	

Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$41,550.00			\$0.00
Total Coop. Indirect Costs				

TOTAL COST	\$41,550.00
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
VDFPR forester	1	\$277.00	150.00	\$41,550.00
20 days in FY 2017				\$0.00
130 days in FY 2018				\$0.00
				\$0.00
Total Salaries/Labor				\$41,550.00
Subtotal Direct Costs			\$41,550.00	

Cooperator Indirect Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
	\$41,550.00			\$0.00
Total Coop. Indirect Costs				\$0.00

TOTAL COST	\$41,550.00
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Budget - Year 1 USFS/FPR Partnership under Good Neighbor Funding Agreement

Description	Federal Funds	State Special Funds	Total
Forester I - Limited Service	41,550	41,550	83,100
Computer	-	1,500	1,500
Phone	-	600	600
Travel	-	400	400
Total	41,550	44,050	85,600

Fund 21550 - Lands and Facilities Trust Fund FYE Cash Balance	
FY17	2,482,606
FY16	2,968,698
FY15	3,618,051

SF to be used for
state match:
Recent FYE balances
appear adequate.
DB 8/13/17

