



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
Date: November 1, 2016
Subject: Grant Request #2855, #2856

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. **The Administration has requested expedited review for JFO #2856. I will reach out to individuals by Thursday, November 10 for a decision unless I have heard from you prior to that time.**

JFO #2855 – \$76,667 grant from the Northern Border Regional Commission to the Vermont Public Service Department (PSD). The funds will be primarily used to offer financial incentives for non-profit public serving institutions that choose to install wood pellet heating systems. \$63k of grant funds will be paired with \$30k from the Vermont Clean Energy Development Fund to offer direct incentives to institutions in the five Northern Border counties that install wood pellet boilers. The remaining \$14k of grant funding would be sub-granted to the Northern Forest Center to provide administration, reporting and outreach for the program. PSD will provide an additional ~\$4,000 of in-kind staff time, and incentive recipients would be required to provide a cash match for boiler purchases. The total estimated program cost would be \$147,560 over one year.
[JFO received 10/31/16]

JFO #2856 – \$32,000 grant from the U.S. Dept. of Agriculture to the VT Agency of Education. **The Agency has requested expedited review of this grant.** The grant funds will be used to pay for travel costs for school food service managers selected by VT Child Nutrition Programs to attend training in November or December, 2016. The training will be held in Concord, NH and facilitated by the Institute for Child Nutrition with support of the USDA's Team Up for School Nutrition Success initiative. The training will pair new and/or struggling school food service managers with experienced managers to create two-year action plans for improving child nutrition.
[JFO received 10/31/16]

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 November 30, 2016 we will assume that you agree to consider as final the Governor's acceptance of these requests.



RECEIVED
 OCT 31 2016
 [phone] 802-828-2426
 [fax] 802-828-2426
JOINT FISCAL OFFICE

JFO 2855

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

Agency of Administration

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

Grant Summary:	Grant from the NBRC in the amount of \$76,667 to provide incentives for the adoption of wood pellet boilers by public serving institutions.				
Date:	10/20/2016				
Department:	Public Service Department				
Legal Title of Grant:	Wood Pellet Grant Program				
Federal Catalog #:	NA				
Grant/Donor Name and Address:	Northern Border Region Commission 53 Pleasant Street, Suite 3602 Concord New Hampshire				
Grant Period:	From: 10/1/2016		To: 9/31/2019		
Grant/Donation	76,667				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$76,667	\$	\$	\$76,667	

Position Information:	# Positions	Explanation/Comments
	0	No Positions.

Additional Comments: The funds being granted by NBRC require a partial match by the state and recipients. The state will match \$4,000 worth of in-kind staff time and \$30,000 of incentive payments from the Clean Energy Development Fund. The additional \$36,893 of required match will come from the public serving insitutions that are the recipients

Has Vantage budget detail been reviewed and reconciled? Yes No (Analyst Initial)

JW
Department of Finance & Management BTH (Initial)
Secretary of Administration VE (Initial)



STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM


Sent To Joint Fiscal Office		Date





MEMORANDUM

To: Secretary Trey Martin

From: Commissioner Christopher Recchia 

Date: October 7, 2016

Subject: Grant Agreement with Northern Border Region Commission

The Public Service Department (PSD) is requesting approval to accept a grant from the U.S. Northern Border Region Commission.

The grant to the PSD is for \$76,667 is for the first year of a possible three year grant. The funds will allow PSD, via our Clean Energy Development Fund to offer an additional \$12,000 incentive to non-profit public serving institutions located in the five Border Region counties.

The PSD will be supplying the require match with minimal in-kind staff time in the amount of \$4,000 and cash match in the form of CEDF incentive payments (grants) of no less than \$30,000.

The PSD will have a sub-grant of less than \$14,000 with the Northern Forest Center, who is a co-awardee of the grant, for administration, reporting, and outreach to potential projects in the Northern Border Region.

The grant agreement with the NRBC is attached to the AA-1 and has all the specifics about the scope of work and the budget for the grant. If you have any questions please do not hesitate to contact me or the PSD grant manager on this project, Andrew Perchlik [828-4017 or andrew.perchlik@Vermont.gov].

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

BASIC GRANT INFORMATION					
1. Agency:					
2. Department:		Public Service Department			
3. Program:		Clean Energy Development Fund			
4. Legal Title of Grant:		Wood Pellet Grant Program			
5. Federal Catalog #:		708X TS10 TTS91270 TSXNH R22			
6. Grant/Donor Name and Address: Northern Border Regional Commission, 53 Pleasant Street, Suite 3602, Concord, NH 03301					
7. Grant Period:		From: 10/1/2016	To: 9/31/2019		
8. Purpose of Grant: Support of wood pellet heating systems by public serving institutions located in the Northern Border Region of VT					
9. Impact on existing program if grant is not Accepted: Will lower leverage of non-State funds used to support wood pellet heating systems and lessen incentive for eligible entities to convert from fossil fuel based heating systems to advanced wood pellet heating systems.					
10. BUDGET INFORMATION					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 17	FY	FY		
Personal Services	\$16,202	\$	\$		
Operating Expenses	\$38,358	\$	\$		
Grants	\$93,000	\$	\$		
Total	\$147,560	\$	\$		
Revenues:					
State Funds:	\$34,000	\$	\$		
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:	\$76,667	\$	\$		
(Direct Costs)	\$	\$	\$		
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:	\$	\$	\$		
Grant (source Public-Serving Institutions (recipients of incentives) yet to be named)	\$36,893	\$	\$		
Total	\$147,560	\$	\$		
Appropriation No:	2240000000	Amount:	\$76,667		
			\$		
			\$		
			\$		
			\$		

OCT 13 2016

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

		\$
		\$
	Total	\$76,667

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
Total Positions		

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

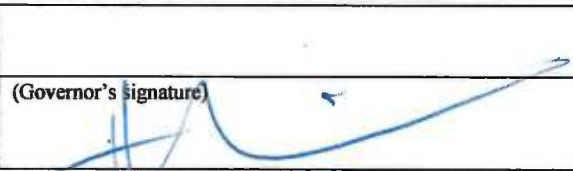
13. AUTHORIZATION AGENCY/DEPARTMENT

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: 10/10/16
	Title: Christopher Recchia, Commissioner	
	Signature: _____	Date: _____
	Title: _____	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 10/24/16
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: 10/27/16
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input checked="" 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

(*) 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).

Vermont Wood Pellet Grant Program			
Financial Overview	Granted \$ Amount		
NBRC Funds	76,667		
Grantee Match	70,893		
Total Project Cost	147,560		
NBRC %	52%		
Match %	48%		
Grantee Match Break-down	\$	\$ Source	Status
Direct incentives/sub awards	30,000	CEDF cash sub-grants	Secured
Personnel, Fringe	2,535	PSD/CEDF	Secured
Indirect (rate .3663)	1,465		
Pellet boiler purchases	36,893	Public-serving institutions/sub-recipients	To be secured
Match Total	70,893		
Total Project Costs	Granted \$ Amount	\$ Source	Status
NBRC boiler incentives	63,000	NBRC Grant	Secured
CEDF boiler incentives	30,000	CEDF Funds	Secured
Northern Forest Center (Program delivery and administration costs) CONTRACT	13,667	NBRC Grant	Secured
PSD Personnel, Fringe	2,535	PSD/CEDF In-kind	Secured
Indirect (rate .3663)	1,465		
Boiler purchases (sub-recipient's contributions)	36,893	Institutions' Cash	Pending
Total	147,560		



NORTHERN BORDER REGIONAL COMMISSION
ECONOMIC AND INFRASTRUCTURE DEVELOPMENT INVESTMENT PROGRAM

Notice To Proceed

Fiscal Year 2016 Grant Award #: **NBRC 16GVT09**

Name of Grantee: **Vermont Department of Public Service and Northern Forest Center**

Date of Notice To Proceed: **September 27, 2016**

◆ The grant agreement/contract has been signed by both parties and on file in the NBRC office.	✓
◆ NBRC office has on file the SF3881 Automated Clearing House (ACH) Enrollment Form.	✓
◆ All match listed in the contract is committed. NBRC Form 1002 listing committed match is on file and is complete.	✓
◆ At least 75% of any previous project has been completed.	N/A
◆ On of the following applies: 1. A copy of the contract with a Local Development District (LDD) is on file. 2. A waiver from the LDD administration is on file. 3. The Grantee is a State entity and is exempt from the Administration contract.	N/A



For Northern Border Regional Commission

9/27/2016

Date

Christine Frost, Program Director

Printed Name



Northern Border Regional Commission

September 12, 2016

Mr. Richard Miles
USDA-OCFO
Financial Information & Operations Division
External Services Branch
2300 Main Street - 2SE
Kansas City, MO 64131

RE: NBRC - 16-G-VT09
Org Code 708X TS10 TTS91270 TSXVT R22

Dear Richard,

Enclosed please find a copy of an executed grant agreement between the VT Department of Public Service/Northern Forest Center and the Northern Border Regional Commission, as well as a complete SF-3881.

Please obligate \$76,667 of FY 16 funds to VT Department of Public Service.

Thank you for your assistance.

Christine Frost
Program Director



Northern Border
Regional Commission

**Grant Agreement
Between
Northern Border Regional Commission
And
VT Department of Public Service
and
Northern Forest Center**

August 1, 2016

NBRC Contract Number
NBRC16GVT09

Federal Org Code
708X TS10 TTS91270 TSXVT R22

Project Title: Wood Pellet Grant Program

Grantee/Recipient:	Grantor:
Vermont Department of Public Service	Northern Border Regional Commission
Contact: Chris Recchia	Contact: Christine Frost
112 State Street, Montpelier, VT 05620	53 Pleasant Street, Suite 3602, Concord, NH 03301
802-828-2321	202-590-0807
chriscr@Vermont.gov	admin@nbrc.gov
	www.nbrc.gov
Co-Grantee/Recipient:	Northern Forest Center
Contact: Maura Adams	madams@northernforest.org
603-229-0679 ext 114 - PO Box 210 Concord, NH 03302-0210	
State Program Manager: Jared Duval	Vermont Department of Economic Development
1 National Life Dr, Davis Bldg, 6th Floor Montpelier, VT 05620-0301	jared.Duval@vermont.gov
802-272-2461	
Grantee's EIN:	03-6000274
Date of Award:	August 1, 2016

Date of Amendments	N/A
Total Project Amount:	\$147,560
Amount of Federal NBRC Funds Awarded:	\$76,667
Total Other Funds:	\$70,893
CFDA Number and Name:	#90.61 /Economic and Infrastructure Development Grant Program
Project Description:	The project provides 5 sub-awards for public serving institutions to install state-of-the-art wood pellet boilers as a way to provide a \$5.7million impact on the local economy over 25 years and catalyze an industry that sustains and creates permanent jobs in logging, transportation, pellet production, fuel delivery and boiler installation.
Infrastructure Award:	No
Approved Indirect Cost Rate:	TBD for VT Public Service; 10% for NFC
Reimbursement Rate:	52% of total cost; including documented in-kind.

I. Grant Provisions Specific to This Award

- I. **Statement of Purpose** – Incorporation of Proposal: This agreement implements a grant made under the authorities of 40 USC Subtitle V, to provide funding to **the Vermont Department of Public Service and the Northern Forest Center**. This project shall be carried out in general accord with Grantee’s proposal, received at Northern Border Regional Commission (NBRC) on June 17, 2016. Grantee’s proposal is incorporated by reference. To the extent this agreement conflicts with the incorporated proposal, this Agreement shall control.
- II. **Order of Precedence:** This grant agreement is subject to the provisions of 40 USC Subtitle V, this Grant Agreement, the NBRC Federal Grant Program Eligibility and any Clarification Notes, the General Federal Grant Provisions, and any incorporated Supplements. Any conflict among these provisions shall be resolved giving precedence to these authorities in the order in which they are listed above.
- III. **Period of Performance:** The grant period of Performance shall be October 1, 2016, through September 31, 2019.
- IV. **Contract Number:** The contract number that has been assigned to this project must be included in any and all communications regarding this award, this includes filing progress reports and reimbursement requests as well as incidental communication and inquiries.
- V. **Obligation of Funds:** The following items are required to be filled with NBRC no later than September 1, 2016, to ensure that funds are obligated for this specific project in the current federal fiscal year.

- A signed copy of this Grant Agreement
- Completed SF3881 Automated Clearing House (ACH) Enrollment Form.

VI. **Notice to Proceed:** No work may begin prior to receiving a Notice-To-Proceed from NBRC. No documented match or invoices generated by the Recipient will be considered part of the project prior to the date on the Notice-To-Proceed issued by NBRC. The following items are required prior to receiving a Notice-To-Proceed:

- Signed Grant Agreement returned to NBRC
- SF3881 ACH form returned to NBRC
- NBRC Form 1002 listing committed match (match from sub-recipients may be estimated as actual sub-recipient will not be known at the beginning of the project.)
- Demonstration of completion of at least 75% of any previously awarded NBRC project. (N/A)
- Signed Administration Contract with a Local Development District, or waiver approved by the Federal Co-Chair to self-administer. (N/A)
- Documentation of federally determined Indirect Cost Rate for VT Public Service.

VII. **Project Scope:**

1. As outlined in the application to NBRC Question #20, Work Plan and (2-5 below),
2. Creation of a Notice Of Funds Availability to be approved by NBRC prior to awarding sub-awardees.
3. Creation of Grant Agreement with Sub-awardees
4. Certify that the sub-awardees are eligible applicants under NBRC legislation.
5. Create security instrument that will be recorded with the deed of the property of the sub-awardees.

VIII. **Reporting Requirements:**

A. **Progress Reports:** Using the Performance Progress Report (SF-PPR), each Recipient is required to provide quarterly progress reports beginning October 1, 2016. Reports are due as follows:

Reporting Period: October 1 - December 31 -	Report Due January 31
Reporting Period: January 1 - March 30 -	Report Due April 30
Reporting Period: April 1 - June 30 -	Report Due July 31
Reporting Period: July 1 - September 30 -	Report Due October 30

B. **Financial Reports:** The SF-425 Federal Financial Report is due on October 30 of each federal fiscal year (October 1 to September 30) and 45 days after the close of the project.

IX. **Budget:** Under the terms of the Award, the total approved/authorized budget is: **\$147,560**. Costs will be determined in general accord with the budget outlined in the

proposal or subsequently negotiated. Grantees must obtain prior written approval when any line item within the budget is changed by more than 10% of the line item. NBRC will reimburse 52% of each reimbursement request received, with a maximum of \$76,667 total funds of actual expenses.

Budget	
Administration	
Real Estate, Easements, etc	
Architectural and Engineering/Other Contractual/Professional Services	
Construction	
Equipment	
Supplies	
Travel	
Personnel & Fringe	\$17,667
Indirect Costs	\$0
Sub-Awards	\$129,893
Total	\$147,560

- X. **Matching Share of Project Costs:** Prior to receipt of Notice To Proceed and any initial disbursement of funds, the Total Project Costs must be identified. Form NBRC1002 must be submitted identifying all match that will be used in order to complete the project.
- XI. **Program Income:** N/A
- XII. **Architect/Engineer Agreement:** The agreement must provide for all services required by the Recipient for the design and engineering phases of the project. The recipient must select the architect/engineer in accordance with the procurement standards set forth in 12 C.F.R. 200.319. The "cost-plus-a-percentage-of-cost" and "percentage of construction cost" methods of contracting are specifically prohibited.
- XIII. **Construction Management Agreement:** The award and compensation for Construction Management services are subject to the same rules as those for architect/engineer services. The Construction Management Agreement must spell out who is responsible for construction inspection, approval of construction and supply contracts, change orders and other areas of possible conflicts (i.e., the division of responsibility and authority between the Recipient, the Architect/Engineer and the Construction Management).

XIV. Contracts and SubAwards:

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the Recipient entity under the Federal award must contain provisions covering the following, as applicable.

All Contracts:

- **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- **Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Contracts in excess of \$10,000:

- All contracts in excess of \$10,000 must address termination for cause and for convenience by the Recipient entity including the manner by which it will be effected and the basis for settlement.

Contracts in excess of \$100,000:

- **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the Recipient in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered

by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Contract in excess of \$150,000:

- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the Recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Contracts over \$150,000, authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

XV. **Method of Payment:** Prior to the initial disbursement, Recipients must complete the SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" and submit it to the NBRC at admin@nbrc.gov. In order to receive payments, Recipients must submit an SF-270 "Request of Reimbursement" for the applicable period electronically to admin@nbrc.gov. NBRC will review and process the request. All payments will be on a reimbursable basis. NBRC will reimburse 52% of each reimbursement request received, with a maximum of \$76,667 total funds.

XVI. **Sub-Awards:** N/A

XVII. **Procurement of Real or Other Property and/or Equipment:** N/A

XVIII. **Performance Measures:** Performances measures will be collected through a survey at project close out and three years after project close out.

A. **GPRA:** The recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by NBRC in compliance with the Government Performance and Results Act (GPRA) of 1993. Performance measures and reporting requirements that presently apply to program activities funded by this grant will be provided in a separate GPRA information collection document.

B. **Project Specific Performance Measures:**

1. Number of wood pellet systems installed

2. Increased inquiries to pellet boiler installers *number of pellet boiler incentive applications received by the State of Vermont and the Northern Forest Center to VT's Northern Border region*

XIX. **Project Close Out:** Every Recipient is required to provide a final report. Reports are due 45 days after the close of the project. The Performance Progress Report SF-PPR

must be used for all reports. Additionally, a final financial report will be required 45 days after the close of the project. Five percent (5%) of the NBRC award will be held until a final reports are received from the grantee.

XX. **Receipt of Financial Award:** A signed copy of this contract must be returned to NBRC via mail or email at admin@nbrc.gov on or before September 1, 2016. If this deadline cannot for any reason be met you must contact Christine Frost at 202-590-0807 immediately. If arrangements have not been made and a signed contract has not been received by September 1, 2016, the Federal Co-Chair may assign these funds to other propriety projects within your state.

XXI. **Acknowledgements:** The Recipient is responsible for acknowledging NBRC support during news media interviews that discuss work supported by NBRC. A statement of acknowledgement of funding in marketing materials, feasibility study, business or marketing plans, preliminary cost estimates, training materials, website home page, etc. is required to the effect that: "*Funding for this (project) was made possible in part with a grant from Northern Border Regional Commission*" All materials published in whole or part with the proceeds of this grant shall contain notice and be identified by language to the following effect: "*This publication is the result of tax-supported funding from NBRC, and as such is not copyrightable. It may be reprinted with the customary crediting of the source.*" Additionally NBRC requests, where appropriate, the use of its logo, which can be obtained by requesting such logo at admin@nbrc.gov.

General Federal Grant Provisions

I. **Recipient's Duty to Refrain from Employing Certain Government Employees:** For the grant period of performance, the Recipient (s) agree that it will not employ, offer any office or employment to, or retain for professional services any person who:

- (I) On the date the NBRC executed this award or with the one-year period ending on that date, served as an officer, attorney, agent, or employee of NBRC; and
- (II) Occupied a position or engaged in activities that the Federal Co-Chair determines involved discretion with respect to the award of NBRC.

The associated restrictions referenced above also shall apply beginning on the date of the NBRC executes any cost amendment to this award that provides additional funds to the Recipient.

II. **Audit Requirements:** Applicable audit requirements are contained in 2 C.F.R. 200.

III. **Goals for Women and Minorities in Construction:** Consistent with 2C.F.R. 200.321 non-Federal entities my take necessary steps to assure that minority and women's business and labor surplus area firms are used when possible. Affirmative steps must include:

- 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

IV. **Freedom of Information Act and Record Retention:** NBRC is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. 522) responsibilities for its records. Consistent with 2 CFR 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report.

V. **Transparency Act Reporting:** All Recipients of awards are required to comply with reporting requirements under the Federal Funding Accountability and Transparency Act of 2006 (Transparency Act).

VI. **Allowable Costs:** The following list provides some of the more prominent allowable and unallowable costs, this is not an exhaustive list. For a more complete list reference 2 C.F.R. 200.

Advertising and public relations. §200.421 Allowable

The only allowable advertising costs are those which are solely for:

- (1) The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also §200.463 Recruiting costs);
- (2) The procurement of goods and services for the performance of a Federal award;
- (3) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or
- (4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

Alcoholic beverages. §200.423 Unallowable

Bad debts. §200.426 Unallowable

Bonding costs. §200.427 Allowable

(a) Bonding costs arise when the Federal awarding agency requires assurance against financial loss to itself or others by reason of the act or default of the non-Federal entity. They arise also in instances where the non-Federal entity requires similar assurance, including: bonds as bid, performance, payment, advance payment, infringement, and fidelity bonds for employees and officials.

(b) Costs of bonding required pursuant to the terms and conditions of the Federal award are allowable.

(c) Costs of bonding required by the non-Federal entity in the general conduct of its operations are allowable as an indirect cost to the extent that such bonding is in accordance with sound business practice and the rates and premiums are reasonable under the circumstances.

Compensation—fringe benefits. §200.431 Allowable

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the

benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

Contributions and donations. §200.434 Unallowable

Entertainment costs. §200.438 Unallowable

Equipment and other capital expenditures. §200.439 Allowable

These need to be specific to the purpose of the award. See §§200.13 Capital expenditures, 200.33 Equipment, 200.89 Special purpose equipment, 200.48 General purpose equipment, 200.2 Acquisition cost, and 200.12 Capital assets.

Fines, penalties, damages and other settlements. §200.441 Unallowable

Fund raising and investment management costs. §200.442 Unallowable

Goods or services for personal use. §200.445 Unallowable

Costs of goods or services for personal use of the non-Federal entity's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

Interest. §200.449 Unallowable

Lobbying. §200.450 Unallowable

Losses on other awards or contracts. §200.451 Unallowable

Materials and supplies costs, including costs of computing devices. §200.453 Allowable

Pre-award costs. §200.458 Unallowable Unless specifically outlined in the grant agreement.

Professional service costs. §200.459 Allowable

Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, subject to paragraphs (b) and (c) when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under §200.435 Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements.

Proposal costs. §200.460 Allowable

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period.

Publication and printing costs. §200.461 Allowable

Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular cost objective, they should be allocated as indirect costs to all benefiting activities of the non-Federal entity.

Selling and marketing costs. §200.467 Unallowable

Costs of selling and marketing any products or services of the non-Federal entity (unless allowed under §200.421 Advertising and public relations) are unallowable, except as direct costs, with prior approval by the Federal awarding agency when necessary for the performance of the Federal award.

Training and education costs. §200.472 Allowable

The cost of training and education provided for employee development is allowable.

Transportation costs. §200.473 Allowable

See §200.473 for specifics.

Travel costs. §200.474 Allowable

- VII. **Procurement:** Appendix II of 2 CFR 200 will guide the work of all Recipients and sub-recipients that are awarded funds through NBRC.
- VIII. **Non-Relocation:** In signing this award of financial assistance, Recipient attests that NBRC finding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that NBRC determines that its assistance was used for such purposes, NBRC retains the right to pursue appropriate enforcement action, including suspension of disbursement of a debt requiring the Recipient to reimburse NBRC.

Joe Short, Vice President, Northern Forest Center

Recipient's Authorized Representative Name and Title (print)

	9/21/16
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Recipient's Authorized Representative (signature)

date

Jon Copans, Deputy Commissioner, VT Public Service Dept.

Recipient's Authorized Representative Name and Title (print)

	9/22/16
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Recipient's Authorized Representative (signature)

date

Mark Scarano, Federal Co-Chair

NBRC Authorized Representative Name and Title (print)

	9-23-16
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NBRC Authorized Representative (signature)

date