



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWD*  
Date: April 25, 2019  
Subject: Grant Request – JFO #2960-2961

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the Administration.

**JFO #2960** – \$53,768 from the New Hampshire Charitable Foundation to the VT Dept. of Fish & Wildlife. The Department will utilize the funding to build up woody materials in five priority watersheds in order to improve brook trout habitat. Woody materials will be added along 19 miles of stream banks to provide cover, create pools, protect fish spawn substrate and retain food for invertebrates. The funds will be used between State FY2020 and 2021.

*[JFO received 4/23/19]*

**JFO #2961** – \$232,407 from the USDA Natural Resources Conservation Service to the VT Agency of Agriculture, Food and Markets (Agency). The Department will utilize the funding to provide a 50% cost share for the limited-service position previously authorized in JFO #2951. The remaining share will be covered by a sub-grant from the Dept. of Environmental Conservation. At the time that the Agency submitted the documentation for the limited-service position to JFC the federal government was shut down so the grant had not yet been formally awarded, even though the Agency expected the grant award to be forthcoming. The position will work on the Conservation Reserve Enhancement Program. Funding will cover half of the salary and benefits for the position as well as any travel expenses, and the funding will be drawn down from the end of State FY2019 through FY2023.

*[JFO received 4/23/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto: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 May 09, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

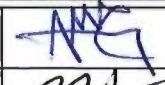
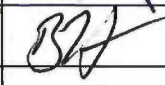
[phone] 802-828-2376  
 [fax] 802-828-2428

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APR 23 2019

JOINT FISCAL OFFICE

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

<b>Grant Summary:</b>		This is a grant from the New Hampshire Charitable Foundation to help fund brook trout habitat improvement.			
<b>Date:</b>		4/16/2019			
<b>Department:</b>		Fish and Wildlife Department			
<b>Legal Title of Grant:</b>		Mitigation and Enhancement Fund Program.			
<b>Federal Catalog #:</b>		NA			
<b>Grant/Donor Name and Address:</b>		New Hampshire Charitable Foundation, 37 Pleasant Street, Concord, NH 03301			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		6/1/2019	12/31/2021		
<b>Grant/Donation</b>		\$53,768			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$27,000	\$26,768	\$	\$53,768	First SFY appropriation for FY2020.
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		0			
<b>Additional Comments:</b>		The first year of this funding is for FY2020.			
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>		4/22/19		<b>Date</b>	



1/3/18  
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260-3150

**Fish & Wildlife Department**  
1 National Life Drive, Davis 2  
Montpelier, Vermont 05620  
[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)

*Agency of Natural Resources*

MEMORANDUM

TO: Michael Middleman, Budget Analyst

FROM: Elizabeth Stratton, Financial Manager

SUBJECT: Grant Acceptance Request

DATE: March 14, 2019

Enclosed is a Request for Grant Acceptance (Form AA-1) for \$53,768 from the New Hampshire Charitable Foundation that will help fund brook trout habitat improvements.

This grant will fund a contract for strategic wood additions in five priority watersheds. These are the last remaining reaches in Vermont that have been prioritized for large wood additions north of the Paul Stream watershed. This project will significantly improve Brook Trout habitat by increasing large wood loadings in approximately 19 miles of stream over three years. Large wood will benefit existing wild Brook Trout by providing cover, creating pools, retaining spawning substrate, and retaining food for aquatic invertebrates.

A response can be returned to my attention at:

Fish & Wildlife Department  
1 National Life Drive, Dewey 2  
Montpelier, Vermont 05620

Please let me know if you need any further information. I can be reached at 802-828-1191.

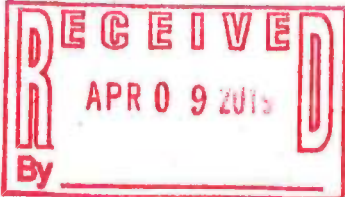


**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	Agency of Natural Resources			
<b>2. Department:</b>	Fish and Wildlife Department			
<b>3. Program:</b>	Fish Management			
<b>4. Legal Title of Grant:</b>	Mitigation and Enhancement Fund Program			
<b>5. Federal Catalog #:</b>	n/a			
<b>6. Grant/Donor Name and Address:</b>	New Hampshire Charitable Foundation 37 Pleasant Street, Concord NH 03301			
<b>7. Grant Period:</b>	<b>From:</b>	6/1/2019	<b>To:</b>	12/31/21
<b>8. Purpose of Grant:</b>	Improve brook trout habitat in five priority areas by strategically adding large woody material to streams.			
<b>9. Impact on existing program if grant is not Accepted:</b>	Fish and Wildlife would lose the ability to leverage available department funds and comitted partner funds for this work.			
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 20</b>	<b>FY 21</b>	<b>FY</b>	
Personal Services	\$27,000	\$26,768	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$27,000</b>	<b>\$26,768</b>	<b>\$</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source NHCF)	\$27,000	\$26,768	\$	
<b>Total</b>	<b>\$27,000</b>	<b>\$26,768</b>	<b>\$</b>	
<b>Appropriation No:</b>	6120000000 (SFY20)	<b>Amount:</b>	\$27,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		<b>Total</b>	<b>\$27,000</b>	

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

<b>PERSONAL SERVICE INFORMATION</b>		
<b>11. Will monies from this grant be used to fund one or more Personal Service Contracts?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  Appointing Authority Name: Louis Porter Agreed by: <u>LP</u> (initial)		
<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
<b>Total Positions</b>		
<b>12a. Equipment and space for these positions:</b>		<input type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.
<b>13. AUTHORIZATION AGENCY/DEPARTMENT</b>		
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: <u>3/18/19</u>
	Title: Fish and Wildlife Commissioner	
	Signature: _____	Date: <u>03/22/19</u>
	Title: SECRETARY, AGENCY OF NATURAL RESOURCES	
<b>14. SECRETARY OF ADMINISTRATION</b>		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) _____	Date: _____
<b>15. ACTION BY GOVERNOR</b>		
<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) _____	Date: <u>4/19/19</u>
<input type="checkbox"/> Rejected		
<b>16. DOCUMENTATION REQUIRED</b>		
<b>Required GRANT Documentation</b>		
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget		<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
<b>End Form AA-1</b>		
(*) 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).		







NEW HAMPSHIRE  
CHARITABLE FOUNDATION

UP TO THE PROMISE

March 13, 2019

Commissioner Louis Porter  
Commissioner  
State of Vermont-Fish and Wildlife Department  
1 National Life Drive  
Dewey Building  
Montpelier, VT 05620-3208

RE: Grant ID: 119136

Dear Commissioner Porter:

Congratulations! I am pleased to inform you that \$53,768.00 has been awarded to State of Vermont-Fish and Wildlife Department to improve Brook Trout habitat by strategically adding large woody material to streams. The MEF Advisory Committee advises that 1) this project adhere to time-of-year restrictions impacting the long-eared bat, 2) no further applications should be made for woody material additions (chop & drop) from Paul Stream to Canada. This grant is made possible by gifts from the following fund(s): Upper Connecticut River Mitigation and Enhancement Fund. This award is payable in 2 payment(s). The first installment of the grant is due immediately; subsequent installments will be released upon submission of a satisfactory interim report.

Please review the enclosed Terms of Award and save it with the award letter. This document, along with the deposit of the grant check, signifies your acceptance of the award and your agreement to comply with its terms. It also includes information about filing reports and request for revisions to the grant. In addition, it serves as our receipt for this payment. (If a grant award check is not included in this letter, it will be sent to your organization within one week of this letter.) Finally, please reference the above Grant ID in any communications with the Foundation.

We encourage you to publicize your work; please refer to our Press Kit ([www.nhcf.org/publicity](http://www.nhcf.org/publicity)) for guidelines, logos, etc. – and please share your story with us so we can help publicize your good work!

If you have any questions about this grant or its terms, please contact Ben Amsden. We wish you success in your efforts and look forward to learning about your results.

Sincerely,

Katie Merrow  
Vice President of Community Impact





## TERMS OF AWARD

Grant awards may be used only for the purpose(s) specified in the award letter. **Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below, and serves as our receipt for the grant award payment. Thank you.**

**Expenditure of Grant Funds** - The grant award is made only for the purpose(s) specified in the award letter and the provisions of your funding request and budget as approved. The award is also subject to any conditions or restrictions outlined in the award letter. Modifications to the program originally proposed may be made only with the written approval of the Foundation (please link to [www.nhcf.org/changerequest](http://www.nhcf.org/changerequest) to request any changes to your grant purpose or budget.)

- Grants may be used to support attempts to influence legislation of any governmental body when both specifically allowed in the grant award letter, and under certain circumstances. These circumstances include either (i) the grant recipient has made the election to lobby referred to in Section 501(h) of the Internal Revenue Code and a copy of Form 5768 is forwarded to the Foundation, or (ii) no substantial part of the activities of the grant recipient is carrying on propaganda or otherwise attempting to influence legislation.
- In any case, no part of any grant may be used for a political campaign. Grants may, however, be used to make available the result of nonpartisan analysis, study and research.
- Grant recipients may not grant any portion of the award to a secondary grantee without the express permission of the Foundation.

**Budget Revisions** - Your organization must seek approval prior to making any significant change to the scope of work for which the grant is made, including any adjustments to the budget over \$500.

**Financial Records** - Grant recipients will maintain accounting records sufficient to identify grant funds and show expenditures made in furtherance of the grant purposes charged against the grant. These records will be available for inspection by the Foundation and shall be maintained by grant recipients for at least four years after the grant funds have been expended.

### Return of Grant Funds to New Hampshire Charitable Foundation

- Grant funds should be expended within 12 months after payment is issued. At the end of this period, any unexpended grant funds should be returned to the Foundation unless the amount is \$50 or less; or a written request for an extension of time should be submitted to the Foundation.
- Unexpended grant balances should be returned to the Foundation if the grant recipient loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

**Revocation of Grant Funds** - The Foundation, at its discretion, may revoke or request return of grant funds if terms of the award are not met; contingencies are not met; interim reports are inadequate; organizational leadership, finances or other major issues put the outcome of the grant in jeopardy.

**Reports** - All recipients of grant support from the New Hampshire Charitable Foundation are required to submit a final report upon completion of the grant-funded project. Recipients of multiyear grants must submit an interim report by the original grant's anniversary date before additional funds are released. Interim reports are also required from those seeking new grant funds while still mid-cycle on a prior grant award. Grant recipients who do not submit interim or final reports will not be eligible for future funding. Please visit our Web site at [www.nhcf.org/grantreport](http://www.nhcf.org/grantreport) to access the grant report form.

**Use of Materials** - Unless other agreements are made, the New Hampshire Charitable Foundation reserves the right to use any images, texts or other materials from the grant project for its publications and events.

**Anti-Discrimination in Grantmaking** - The NH Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans status, pregnancy or genetic information.

Last revision 06/18/18