



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: March 30, 2010
Subject: JFO #2432, #2433

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

JFO #2432 — \$10,000 grant from the American Forest Foundation to the Vermont Department of Forests, Parks and Recreation. These funds will be used to enhance the Project Learning Tree (PLT) program by providing funds for training materials, lodging, meals and conference space for training participants. Funds from this grant will be used during fiscal years 2010 and 2011.

[JFO received 2/26/10]

JFO #2433 — \$3,999,923 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to study the demand for Green Jobs in Vermont and the northeast. Vermont will act as the lead administrative state for this collaboration with Massachusetts, Connecticut, Maine, New York, New Hampshire, and the District of Columbia. Vermont's share of this award is approximately \$530,000. **The establishment of two (2) limited service positions are associated with this request, as is the retention of two existing positions.**

[JFO received 3/4/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Jason Gibbs, Commissioner
Patricia Moulton Powden, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 26, 2010
Subject: Grant Request

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

JFO #2432 — \$10,000 grant from the American Forest Foundation to the Vermont Department of Forests, Parks and Recreation. These funds will be used to enhance the Project Learning Tree (PLT) program by providing funds for training materials, lodging, meals and conference space for training participants. Funds from this grant will be used during fiscal years 2010 and 2011.

[JFO received 2/26/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by March 12 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Jason Gibbs, Commissioner

JFO 2432

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Title: Project Learning Tree – 2010 Model Program Initiative

This is a request for approval of a grant to assist FPR to enhance the Project Learning Tree (PLT) program in Vermont. The funds will be used for training materials and to provide lodging, meals, and conference space for training participants.

DATE: February 18, 2010

DEPARTMENT: Forests, Parks and Recreation (ANR)

GRANT / DONATION: \$10,000.00

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: American Forest Foundation, Inc.

AMOUNT / VALUE: \$10,000.00

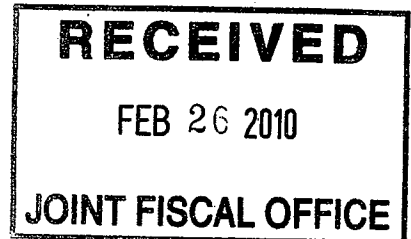
POSITIONS REQUESTED: None

GRANT PERIOD: 1/1/2010 to 12/31/2010

COMMENTS: State match is from the existing salary of the coordinator of this existing program. See attachments.

2/2/10

DEPARTMENT OF FINANCE AND MANAGEMENT: (INITIAL)
SECRETARY OF ADMINISTRATION (INITIAL)
SENT TO JOINT FISCAL OFFICE: DATE: 2/24/2010





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

BASIC GRANT INFORMATION			
1. Agency:	Agency of Natural Resources		
2. Department:	Forests, Parks & Recreation		
3. Program:	Administration		
4. Legal Title of Grant:	Project Learning Tree - 2010 Model Program Initiative		
5. Federal Catalog #:	N/A		
6. Grant/Donor Name and Address: American Forest Foundation, Inc.			
7. Grant Period:	From:	1/1/2010	To: 12/31/2010
8. Purpose of Grant: To enhance the Project Learning Tree (PLT) program in Vermont. The PLT program is an award-winning, multi-disciplinarian environmental education program for students from pre-kindergarden to 12 th grade. This grant will fund the training of PLT facilitators and workshops. The funds will be used to purchase training materials and provide lodging, meals and conference space for training participants.			
9. Impact on existing program if grant is not Accepted: The program will not be expanded to provide educational opportunities to additional teachers and students in Vermont.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 10	FY 11	FY	
Expenditures:				
Personal Services	\$3,450	\$334	\$	
Operating Expenses	\$8,550	\$1,000	\$	
Grants	\$	\$0	\$	
Total	\$12,000	\$1,334	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$3,000	\$334	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source American Forest Foundation, Inc.)	\$9,000	\$1,000	\$	
Total	\$12,000	\$1,334	\$	
Appropriation No:	6130010000		Amount:	\$10,000
				\$
				\$
				\$

REC'D JAN 27 2010

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

		\$
		\$
		\$
	Total	\$10,000

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: Jason Gibbs Agreed by: *JG* (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: <u> <i>John J. Kelly</i> </u>	Date: <u> 1/25/10 </u>
	Title: Commissioner, Forests, Parks & Recreation	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<u> <i>Amundson</i> </u> (Governor's signature)	Date: <u> 2/23/10 </u>
<input type="checkbox"/> Rejected		

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<u> <i>Tim</i> </u> (Secretary's signature or designee)	Date: <u> 2/9/10 </u>
<input type="checkbox"/> Information to JFO		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

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

MEMORANDUM

Tel: (802) 241-3646

Fax: (802) 244-1481

TO: Jason Aronowitz, Budget and Management Analyst *JA*

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

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

DATE: January 5, 2010

SUBJECT: Project Learning Tree Grant

Attached you will find a request for grant acceptance for a grant from the American Forest Foundation, Inc. for \$10,000. These funds will be used to expand and enhance Vermont's Project Learning Tree program. The state match is provided through the in-kind use of state funds.

If you have any questions, please contact me.

AFF 2010 MPI Grants State PLT Contract Agreement

This agreement is between the American Forest Foundation, Inc., through its program Project Learning Tree (PLT), at 1111 19th Street, NW, Suite 780, Washington, DC 20036 and Vermont Department of Forests, Parks & Recreation (VT DFPR) located at 103 South Main St, 10 South, Waterbury, VT 05761

Deliverables

VT DFPR agrees to conduct the projects and training as outlined in the VT DFPR proposal "2010 Model Program Initiative Grant Application" attached as Exhibit A and made part of this agreement. These projects will be conducted to the satisfaction of PLT during the grant period starting January 1st, 2010 and ending on December 31, 2010.

VT DFPR also agrees to send at least one representative to the 2010 PLT International Coordinators' Conference from May 17-20 in Stateline, NV. Use of MPI Grant funds to support travel to the conference is permitted with prior approval from PLT.

Payment

In consideration for the completion of the projects and activities outlined in Exhibit A, PLT agrees to pay to VT DFPR the sum of TEN THOUSAND U.S Dollars (\$10,000) payable upon execution of this Agreement by both parties. VT DFPR agrees to provide an in-kind contribution as delineated in the attached budget.

Use of Grant Funds

Any funds associated with this project must be used to promote and advance activities associated with Project Learning Tree, its mission, and its 501(C)(3) charitable education status. Any money associated with this project may not in any way be used to promote advocacy programs or issues. Additionally, project monies cannot be used to lobby or to urge support for or against legislation, nor can funds be used to reach positions upon which such action would be based.

Access to Records:

VT DFPR shall adequately account for and maintain reasonable records for its performance and allow access to these records by PLT, the Independent Auditors and/or the Legislative Fiscal Analyst as may be necessary for audit purposes and in determining compliance with the terms of this Agreement.

VT DFPR shall submit a record of expenditures incurred for the performance and completion of this Agreement with the final grant report. PLT may request that state's submit receipts for verification of expenses.

All records pertaining to this Agreement must be retained by VT DFPR for a period of three years from the completion date of this Agreement. If any litigation, claim or audit is started before the expiration of the three year period, the records must be retained until the litigation, claim or audit findings have been resolved.

Non-discrimination

VT DFPR agrees that under the Federal Civil Rights Acts, no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.

Termination

This agreement may be terminated at any time upon thirty (30) days written notice to the other party.

PLT may terminate this agreement for failure of VT DFPR to perform any of the services, duties or conditions contained in this agreement after providing VT DFPR written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than 30 days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

The above remedies are in addition to any other remedies provided by law or the terms of the Agreement.

Assignment, Transfer and Subcontracting

There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing.

Notice

All notices relating to this Agreement will be in writing and given to the contact person at the address provided for in the Agreement.

Contact for PLT: Rachel Bayer, 202-463-2751, rbayer@plt.org

Contact for VT DFPR: Rebecca Roy, 802/241-3651, rebecca.roy@state.vt.us

Acknowledgment

VT DFPR agrees to acknowledge the American Forest Foundation for the funding whenever VT DFPR writes an article, press release, or conducts a training workshop in conjunction with projects covered by this Agreement.

Signatures

Vermont Department of Forests, Parks & Recreation

Date: _____

American Forest Foundation, Inc.

Date: _____

**Exhibit A:
VT Model Program Initiative Grant Application**

Part 1: Contact Information

Program Coordinator: Identify the person responsible for organizing and implementing the project -- name, address, phone, fax, and e-mail.

Name: Rebecca Roy Title: Conservation Education Coordinator
State and Agency/Organization: Vermont Dept. of Forests, Parks & Recreation
Address: 103 South Main St, 10 South, Waterbury, VT 05761
Phone: 802/241-3651 Fax: 802/244-1481
E-mail: rebecca.roy@state.vt.us Website: <http://www.vtfpr.org/coned/plt.cfm>

Fiscal Agent: Identify the organization that will provide the accounting for grant funds received if different from the primary contact. Please provide the Federal Employer Identification Number (FEIN) of the fiscal agent that would receive payment of grant funds. If the organization is tax exempt, please provide the tax exempt code. **Proposals must include this information to be considered for funding.**

Name: _____ Title: _____
State and Agency/Organization: _____
FEIN of State Agency/Organization: 03-6000274
Tax Exempt Code (if applicable): 44498
Address: _____
Phone: _____ Fax: _____
E-mail: _____ Website: _____

Part 2: BMPSAT Analysis

1. Please provide the names and affiliations (eg. State Coordinator, Steering Committee Member, Key Facilitator, etc) of the individuals who completed and analyzed the BMPSAT. A minimum of three people must have completed the BMPSAT to be eligible for funding.

Rebecca Roy, State Coordinator
Ed O'Leary, Key Facilitator
Ginger Anderson, Natural Resource Professional, Facilitator and Former Coordinator

2. Describe when and how the BMPSAT was completed and analyzed. Please include information about whether the BMPSAT was completed individually while at the same meeting, individually over the course of "X" number of weeks, etc. How were the BMPSAT results analyzed? Did a mentor or member of the national office staff assist with analyzing the results?

BMPSAT was completed individually over three weeks and the state coordinator compiled the results.

3. From the BMPSAT data analysis sheet, please list the identified strengths and areas needing improvement for your state program.

Strengths are the skills of the facilitator, office space and record maintenance, financial records, quality workshops, and prek-8th grade learning standard correlations.

Areas needing improving are: Steering committee, administrative support (funding from the State and private foundations is lacking), strategic planning, annual work plan, fundraising, active facilitators, high school module learning standards correlations, recruiting and training foresters and other natural resource professionals as facilitators, job description for facilitators, database of trained facilitators, outstanding facilitators award, recognizing outstanding educators, sustained network of people trained in PLT.

Priorities are:

Recruit and train foresters and other natural resource professionals as facilitators

Sustain a network of people trained in PLT
Securing funding to continue to offer PLT workshops in Vermont

Part 3: Project Overview and Description

1. Please specify which of the MPI Grant Goals (as described on page 1 of this RFP) your proposed project addresses. (Note: Your proposed project can address one or both of the MPI Grant Goals.)

Goal 1

Goal 2

Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals.
Objectives:

- Train 12 facilitators
- Have 8 total active facilitators with three of these being natural resource professional facilitators and five of them being educator facilitators.
- Train 100 educators in PLT (nontraditional, traditional, pre-service and preschool)
- 50% of trained educators will request follow-up visits and/or additional materials

Goal 1: Leadership and Organizational Development

Through a facilitator training and multiple educator trainings, the Vermont program will build capacity and be strengthened by increasing the utilization of PLT in Vermont. A long term goal of developing a network of PLT teachers and a network of PLT facilitators will begin by offering a professional development facilitator training for educators and natural resource professionals. PLT workshops will be strengthened by having natural resource professionals participate.

Goal 2: Professional Development for Target Audiences

Through ten PLT workshops, preservice educators, formal educators, nonformal educators, and preschool teachers will be targeted across Vermont. These trainings will help build a network of active PLT educators in the state, and increase the use of PLT statewide. Many organizations and schools need professional development opportunities, so this grant will provide quality professional development for these audiences.

3. Complete and submit a logic model (see page 7) describing the measurable outcomes that will result from the implementation of your action plan.

4. Describe how your proposed project(s) will address the areas needing improvement that were identified in your B MPSAT results.

Vermont has a very small program and has not been very active in recent years. There is no steering committee, strategic planning, annual work plan, or active facilitators. This project of PLT workshops and a facilitator training will expand the network of PLT in Vermont and therefore increase the publicity and use of the curriculum across the state. It will also help build a network of people trained in PLT that can be sustained in future years. This project will provide the foundation for the PLT program to grow and expand in the state.

It would be very helpful if foresters and other natural resource professionals assist with workshops. The number of teacher trainings will increase in Vermont because of active facilitators. This facilitator training will motivate participants and recruit colleagues to share PLT trainings in their communities and beyond. This would be the beginning of an active PLT network across the state.

The other aspect of this project will be PLT trainings for target audiences. By offering ten workshops for traditional, preservice, nontraditional and preschool educators, the program will reach many audiences with PLT. This grant would provide the resources and materials for these workshops. These workshops will increase the visibility of PLT in Vermont, and allow the creation of a network of PLT trained people in the state.

5. Provide a project description and action plan that details the activities you will undertake to implement the MPI grant. Include the methods or strategies you will use to reach your objectives.

I will schedule ten PLT workshops throughout the year by approaching schools, preschools, nonprofits, and state and federal agencies. This will increase the number of PLT trained people and develop a network across Vermont. I will use grant money to purchase books, supplies and materials for workshops. I will follow-up with participants to help them implement PLT in their curricula and follow up with additional training, site visits and materials.

I will plan and hold a facilitator training in April, and invite previously PLT trained nontraditional and traditional educators, and also invite foresters and other natural resource professionals that I work with. To reach my objectives, I will use grant funds to provide a thorough, meaningful and comprehensive training for interested participants. At least 12 people will participate in the training. From this training there will be eight total active facilitators with three of these being natural resource professionals and five of them being professional educators. All eight facilitators will assist me with workshops.

6. Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities. The interim and final grant report must be submitted to the AFF office by July 30, 2010 and January 30, 2011 respectively. You may add or delete rows to the table below.

Steps	Expected Completion Date
Facilitator Training	April 30, 2010
Five PLT workshops	June 30, 2010
Submit interim report	July 30, 2010
Five more PLT workshops (with help from newly trained facilitators)	December 31, 2010
Final reporting form completed and sent to PLT national office.	January 30, 2011

7. Describe how you will measure, monitor, and share the logic model outcomes using quantitative and/or qualitative forms of evaluation. Indicate whether this project is related to and/or supports any other existing or previously accomplished projects.

These projects will be evaluated quantitatively based on the number of successful PLT workshops and the number of active facilitators following the facilitator training. Objectives are 100 trained people, five active professional educator facilitators and three active natural resource professional facilitators. Also, evaluation will include the amount of follow-up visits and materials requested from participants (for PLT educator workshops). The objective is 50% of workshop participants request follow-up visits or additional materials.

Qualitative assessment will focus on the effectiveness of the trainings based on reviewing participant surveys, attitudes of participants, and the ability of participants to communicate the material. Facilitators will be qualitatively evaluated based on participant surveys from their workshops.

These projects are the foundation for the growth of PLT in Vermont. From here, this program will move forward to create a network of PLT educators and facilitators in the state.

8. If your project includes professional development for targeted audiences, describe how you will provide follow-up support to the educators trained as part of this grant to engage them in the use of PLT (or put N/A).

I will provide follow-up site visits and additional supportive material or training as needed and requested.

Part 4: Budget

Present a complete budget for your project, indicating total funds required, funds being requested from AFF, and matching funds of at least 25% of the total budget. AFF funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, Outstanding Educator/Facilitator recognition, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support.

Expense	Explanation	Funds Requested from AFF	Matching Funds	Source of Matching Funds
Salaries (such as State Coordinator's)	Coordinator's salary	\$	\$15,000	State
Contractual	Guest presenter for facilitator training (Michael Caduto)	\$450	\$	
Materials, supplies and food	Reference books, posters, forestry tools, and complete PLT book sets for facilitators	\$4,576	\$	
Lodging and Meals	Rooms and meals for participants in facilitator training	\$3,000	\$	
Travel	Mileage reimbursement for volunteer facilitators traveling to do workshops and coordinator's travel expenses to the State of VT for travel to workshops.	\$300	\$320	State
Equipment (purchase or rental)		\$	\$	
Conference Expenses:		\$	\$	
	Conference lodging (\$89 x 5) x 13%	\$503		
	Ground Transport	\$50		
	Conference Registration	\$350		
	Meals: One dinner at Conference (\$18.50), two lunches and two dinners while traveling (\$52)	\$71		
	Airfare	\$700		
TOTAL		\$10,000	\$15,320	

MPI Grants: Logic Model Template

Goal(s): Hold a facilitator training for 12 people; Have 10 PLT workshops for 100 people.

INPUTS	OUTPUTS		SHORT TERM OUTCOMES*	MEDIUM & LONG TERM OUTCOMES*
	ACTIVITIES	PARTICIPATION		
<i>In order to accomplish our goals will need the following resources</i> Staff Volunteers Books and other supplies Meeting locations	<i>What we do</i> Provide ten teacher workshops fro 100 educators Provide one facilitator training for 12 people	<i>Who we reach</i> Preservice educators Preschool educators Traditional educators Nontraditional educators Foresters and other natural resource professionals Professional educators Preservice faculty	<i>We expect the following measurable changes within the life of the grant</i> Have 100 additional PLT educators statewide (through workshops) Participants indicate they have changes in knowledge and intend to act based on answers on the survey at the completion of the workshops. 50% of trained educators request follow-up visits and/or materials 8 of the trained participants indicate they have the knowledge and skills to conduct workshops. 8 participants will help with workshops within the first year.	<i>We expect the following impacts/trends within the next three to seven years or more</i> 25% of educators indicate they use PLT with their students and indicate that PLT helps their students achieve state standards of learning Facilitators will help with all PLT workshops

*Be sure to indicate how each of these will be measured.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative David Deen

From: Nathan Lavery, Fiscal Analyst

Date: February 26, 2010

Subject: JFO #2432

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

cc: Rep. Michael Obuchowski

JFO 2432

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Title: Project Learning Tree – 2010 Model Program Initiative
This is a request for approval of a grant to assist FPR to enhance the Project Learning Tree (PLT) program in Vermont. The funds will be used for training materials and to provide lodging, meals, and conference space for training participants.

DATE: February 18, 2010

DEPARTMENT: Forests, Parks and Recreation (ANR)

GRANT / DONATION: \$10,000.00

FEDERAL CATALOG No.: N/A

GRANTOR / DONOR: American Forest Foundation, Inc.

AMOUNT / VALUE: \$10,000.00

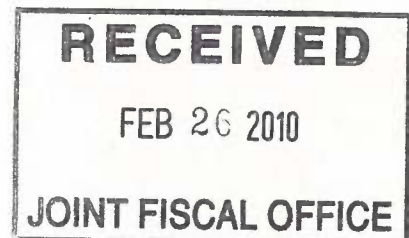
POSITIONS REQUESTED: None

GRANT PERIOD: 1/1/2010 to 12/31/2010

COMMENTS: State match is from the existing salary of the coordinator of this existing program. See attachments.

J. 2/18/10

DEPARTMENT OF FINANCE AND MANAGEMENT: (INITIAL) SK
SECRETARY OF ADMINISTRATION (INITIAL) WJ
SENT TO JOINT FISCAL OFFICE: DATE: 2/24/2010



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

BASIC GRANT INFORMATION			
1. Agency:	Agency of Natural Resources		
2. Department:	Forests, Parks & Recreation		
3. Program:	Administration		
4. Legal Title of Grant:	Project Learning Tree - 2010 Model Program Initiative		
5. Federal Catalog #:	N/A		
6. Grant/Donor Name and Address: American Forest Foundation, Inc.			
7. Grant Period:	From:	1/1/2010	To: 12/31/2010
8. Purpose of Grant: To enhance the Project Learning Tree (PLT) program in Vermont. The PLT program is an award-winning, multi-disciplinarian environmental education program for students from pre-kindergarden to 12 th grade. This grant will fund the training of PLT facilitators and workshops. The funds will be used to purchase training materials and provide lodging, meals and conference space for training participants.			
9. Impact on existing program if grant is not Accepted: The program will not be expanded to provide educational opportunities to additional teachers and students in Vermont.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
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(Direct Costs)	\$	\$	\$	
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(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source American Forest Foundation, Inc.)	\$9,000	\$1,000	\$	
Total	\$12,000	\$1,334	\$	
Appropriation No:	6130010000	Amount:	\$10,000	
			\$	
			\$	
			\$	

REC'D JAN 27 2010

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

		\$
		\$
		\$
	Total	\$10,000

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: Jason Gibbs Agreed by: *JG* (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: *John J. Kelly* Date: 1/25/10
 Title: Commissioner, Forests, Parks & Recreation

Signature: _____ Date: _____
 Title: _____

14. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected

(Governor's signature) *[Signature]* Date: 2/23/10

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO
 Information to JFO

(Secretary's signature or designee) *Tim Del* Date: 2/9/10

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

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

MEMORANDUM

Tel: (802) 241-3646

Fax: (802) 244-1481

TO: Jason Aronowitz, Budget and Management Analyst *JA*

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

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

DATE: January 5, 2010

SUBJECT: Project Learning Tree Grant

Attached you will find a request for grant acceptance for a grant from the American Forest Foundation, Inc. for \$10,000. These funds will be used to expand and enhance Vermont's Project Learning Tree program. The state match is provided through the in-kind use of state funds.

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Termination

This agreement may be terminated at any time upon thirty (30) days written notice to the other party.

PLT may terminate this agreement for failure of VT DFPR to perform any of the services, duties or conditions contained in this agreement after providing VT DFPR written notice of the stated failure. The written notice must demand performance of the stated failure within a specified period of time of not less than 30 days. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

The above remedies are in addition to any other remedies provided by law or the terms of the Agreement.

Assignment, Transfer and Subcontracting

There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing.

Notice

All notices relating to this Agreement will be in writing and given to the contact person at the address provided for in the Agreement.

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Contact for VT DFPR: Rebecca Roy, 802/241-3651, rebecca.roy@state.vt.us

Acknowledgment

VT DFPR agrees to acknowledge the American Forest Foundation for the funding whenever VT DFPR writes an article, press release, or conducts a training workshop in conjunction with projects covered by this Agreement.

Signatures

Vermont Department of Forests, Parks & Recreation

Date: _____

American Forest Foundation, Inc.

Date: _____

**Exhibit A:
VT Model Program Initiative Grant Application**

Part 1: Contact Information

Program Coordinator: Identify the person responsible for organizing and implementing the project -- name, address, phone, fax, and e-mail.

Name: Rebecca Roy Title: Conservation Education Coordinator
State and Agency/Organization: Vermont Dept. of Forests, Parks & Recreation
Address: 103 South Main St, 10 South, Waterbury, VT 05761
Phone: 802/241-3651 Fax: 802/244-1481
E-mail: rebecca.roy@state.vt.us Website: <http://www.vtfpr.org/coned/plt.cfm>

Fiscal Agent: Identify the organization that will provide the accounting for grant funds received if different from the primary contact. Please provide the Federal Employer Identification Number (FEIN) of the fiscal agent that would receive payment of grant funds. If the organization is tax exempt, please provide the tax exempt code. **Proposals must include this information to be considered for funding.**

Name: _____ Title: _____
State and Agency/Organization: _____
FEIN of State Agency/Organization: 03-6000274
Tax Exempt Code (if applicable): 44498
Address: _____
Phone: _____ Fax: _____
E-mail: _____ Website: _____

Part 2: BMPSAT Analysis

1. Please provide the names and affiliations (eg. State Coordinator, Steering Committee Member, Key Facilitator, etc) of the individuals who completed and analyzed the BMPSAT. A minimum of three people must have completed the BMPSAT to be eligible for funding.

Rebecca Roy, State Coordinator
Ed O'Leary, Key Facilitator
Ginger Anderson, Natural Resource Professional, Facilitator and Former Coordinator

2. Describe when and how the BMPSAT was completed and analyzed. Please include information about whether the BMPSAT was completed individually while at the same meeting, individually over the course of "X" number of weeks, etc. How were the BMPSAT results analyzed? Did a mentor or member of the national office staff assist with analyzing the results?

BMPSAT was completed individually over three weeks and the state coordinator compiled the results.

3. From the BMPSAT data analysis sheet, please list the identified strengths and areas needing improvement for your state program.

Strengths are the skills of the facilitator, office space and record maintenance, financial records, quality workshops, and prek-8th grade learning standard correlations.

Areas needing improving are: Steering committee, administrative support (funding from the State and private foundations is lacking), strategic planning, annual work plan, fundraising, active facilitators, high school module learning standards correlations, recruiting and training foresters and other natural resource professionals as facilitators, job description for facilitators, database of trained facilitators, outstanding facilitators award, recognizing outstanding educators, sustained network of people trained in PLT.

Priorities are:

Recruit and train foresters and other natural resource professionals as facilitators

Sustain a network of people trained in PLT
Securing funding to continue to offer PLT workshops in Vermont

Part 3: Project Overview and Description

1. Please specify which of the MPI Grant Goals (as described on page 1 of this RFP) your proposed project addresses. (Note: Your proposed project can address one or both of the MPI Grant Goals.)

Goal 1

Goal 2

Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals.
Objectives:

- Train 12 facilitators
- Have 8 total active facilitators with three of these being natural resource professional facilitators and five of them being educator facilitators.
- Train 100 educators in PLT (nontraditional, traditional, pre-service and preschool)
- 50% of trained educators will request follow-up visits and/or additional materials

Goal 1: Leadership and Organizational Development

Through a facilitator training and multiple educator trainings, the Vermont program will build capacity and be strengthened by increasing the utilization of PLT in Vermont. A long term goal of developing a network of PLT teachers and a network of PLT facilitators will begin by offering a professional development facilitator training for educators and natural resource professionals. PLT workshops will be strengthened by having natural resource professionals participate.

Goal 2: Professional Development for Target Audiences

Through ten PLT workshops, preservice educators, formal educators, nonformal educators, and preschool teachers will be targeted across Vermont. These trainings will help build a network of active PLT educators in the state, and increase the use of PLT statewide. Many organizations and schools need professional development opportunities, so this grant will provide quality professional development for these audiences.

3. Complete and submit a logic model (see page 7) describing the measurable outcomes that will result from the implementation of your action plan.

4. Describe how your proposed project(s) will address the areas needing improvement that were identified in your BMPSAT results.

Vermont has a very small program and has not been very active in recent years. There is no steering committee, strategic planning, annual work plan, or active facilitators. This project of PLT workshops and a facilitator training will expand the network of PLT in Vermont and therefore increase the publicity and use of the curriculum across the state. It will also help build a network of people trained in PLT that can be sustained in future years. This project will provide the foundation for the PLT program to grow and expand in the state.

It would be very helpful if foresters and other natural resource professionals assist with workshops. The number of teacher trainings will increase in Vermont because of active facilitators. This facilitator training will motivate participants and recruit colleagues to share PLT trainings in their communities and beyond. This would be the beginning of an active PLT network across the state.

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5. Provide a project description and action plan that details the activities you will undertake to implement the MPI grant. Include the methods or strategies you will use to reach your objectives.

I will schedule ten PLT workshops throughout the year by approaching schools, preschools, nonprofits, and state and federal agencies. This will increase the number of PLT trained people and develop a network across Vermont. I will use grant money to purchase books, supplies and materials for workshops. I will follow-up with participants to help them implement PLT in their curricula and follow up with additional training, site visits and materials.

I will plan and hold a facilitator training in April, and invite previously PLT trained nontraditional and traditional educators, and also invite foresters and other natural resource professionals that I work with. To reach my objectives, I will use grant funds to provide a thorough, meaningful and comprehensive training for interested participants. At least 12 people will participate in the training. From this training there will be eight total active facilitators with three of these being natural resource professionals and five of them being professional educators. All eight facilitators will assist me with workshops.

6. Complete the table below, providing an expected timeline for the major steps of your proposal including the completion of your grant activities. The interim and final grant report must be submitted to the AFF office by July 30, 2010 and January 30, 2011 respectively. You may add or delete rows to the table below.

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Submit interim report	July 30, 2010
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Final reporting form completed and sent to PLT national office.	January 30, 2011

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These projects will be evaluated quantitatively based on the number of successful PLT workshops and the number of active facilitators following the facilitator training. Objectives are 100 trained people, five active professional educator facilitators and three active natural resource professional facilitators. Also, evaluation will include the amount of follow-up visits and materials requested from participants (for PLT educator workshops). The objective is 50% of workshop participants request follow-up visits or additional materials.

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These projects are the foundation for the growth of PLT in Vermont. From here, this program will move forward to create a network of PLT educators and facilitators in the state.

8. If your project includes professional development for targeted audiences, describe how you will provide follow-up support to the educators trained as part of this grant to engage them in the use of PLT (or put N/A).

I will provide follow-up site visits and additional supportive material or training as needed and requested.

Part 4: Budget

Present a complete budget for your project, indicating total funds required, funds being requested from AFF, and matching funds of at least 25% of the total budget. AFF funds may be used for items such as salary, consultants, travel, professional development, meeting expenses, Outstanding Educator/Facilitator recognition, etc. Funds cannot be used for overhead costs. Matching funds may include in-kind support.

Expense	Explanation	Funds Requested from AFF	Matching Funds	Source of Matching Funds
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Contractual	Guest presenter for facilitator training (Michael Caduto)	\$450	\$	
Materials, supplies and food	Reference books, posters, forestry tools, and complete PLT book sets for facilitators	\$4,576	\$	
Lodging and Meals	Rooms and meals for participants in facilitator training	\$3,000	\$	
Travel	Mileage reimbursement for volunteer facilitators traveling to do workshops and coordinator's travel expenses to the State of VT for travel to workshops.	\$300	\$320	State
Equipment (purchase or rental)		\$	\$	
Conference Expenses:		\$	\$	
	Conference lodging (\$89 x 5) x 13%	\$503		
	Ground Transport	\$50		
	Conference Registration	\$350		
	Meals: One dinner at Conference (\$18.50), two lunches and two dinners while traveling (\$52)	\$71		
	Airfare	\$700		
TOTAL		\$10,000	\$15,320	

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

MEMORANDUM

Tel: (802) 241-3646

Fax: (802) 244-1481

TO: Jason Aronowitz, Budget and Management Analyst
THRU: Steve Chadwick, Director of Admin Services, Agency of Natural Resources
FROM: Sarah Clark, Financial Manager, Dept of Forests, Parks & Recreation *SC*
DATE: January 5, 2010
SUBJECT: Project Learning Tree Grant

Attached you will find a request for grant acceptance for a grant from the American Forest Foundation, Inc. for \$10,000. These funds will be used to expand and enhance Vermont's Project Learning Tree program. The state match is provided through the in-kind use of state funds.

If you have any questions, please contact me.

COPY

COPY

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

BASIC GRANT INFORMATION			
1. Agency:	Agency of Natural Resources		
2. Department:	Forests, Parks & Recreation		
3. Program:	Administration		
4. Legal Title of Grant:	Project Learning Tree - 2010 Model Program Initiative		
5. Federal Catalog #:	N/A		
6. Grant/Donor Name and Address: American Forest Foundation, Inc.			
7. Grant Period:	From:	1/1/2010	To: 12/31/2010
8. Purpose of Grant: To enhance the Project Learning Tree (PLT) program in Vermont. The PLT program is an award-winning, multi-disciplinarian environmental education program for students from pre-kindergarden to 12 th grade. This grant will fund the training of PLT facilitators and workshops. The funds will be used to purchase training materials and provide lodging, meals and conference space for training participants.			
9. Impact on existing program if grant is not Accepted: The program will not be expanded to provide educational opportunities to additional teachers and students in Vermont.			

BUDGET INFORMATION				
	SFY 1 FY 10	SFY 2 FY 11	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$3,450	\$334	\$	
Operating Expenses	\$8,550	\$1,000	\$	
Grants	\$	\$0	\$	
Total	\$12,000	\$1,334	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$3,000	\$334	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source American Forest Foundation, Inc.)	\$9,000	\$1,000	\$	
Total	\$12,000	\$1,334	\$	
Appropriation No:	6130010000	Amount:	\$10,000	
			\$	
			\$	
			\$	

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

		\$
		\$
		\$
	Total	\$10,000

PERSONAL SERVICE INFORMATION

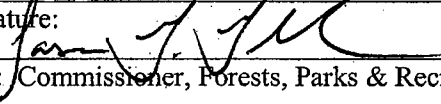
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Jason Gibbs 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. AUTHORITY AGENCIES 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: 1/6/09
	Title: Commissioner, Forests, Parks & Recreation	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

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

15. SECRETARY OF ADMINISTRATION

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

16. DOCUMENTATION REQUIRED

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

End Form AA-1

AFF 2010 MPI Grants State PLT Contract Agreement

This agreement is between the American Forest Foundation, Inc., through its program Project Learning Tree (PLT), at 1111 19th Street, NW, Suite 780, Washington, DC 20036 and Vermont Department of Forests, Parks & Recreation (VT DFPR) located at 103 South Main St, 10 South, Waterbury, VT 05761

Deliverables

VT DFPR agrees to conduct the projects and training as outlined in the VT DFPR proposal "2010 Model Program Initiative Grant Application" attached as Exhibit A and made part of this agreement. These projects will be conducted to the satisfaction of PLT during the grant period starting January 1st, 2010 and ending on December 31, 2010.

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Signatures

Vermont Department of Forests, Parks & Recreation

Date: _____

American Forest Foundation, Inc.

Date: _____

**Exhibit A:
VT Model Program Initiative Grant Application**

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State and Agency/Organization: Vermont Dept. of Forests, Parks & Recreation
Address: 103 South Main St, 10 South, Waterbury, VT 05761
Phone: 802/241-3651 Fax: 802/244-1481
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State and Agency/Organization: _____
FEIN of State Agency/Organization: 03-6000274
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Goal 1

Goal 2

Both Goal 1 and Goal 2

2. State the objectives of your proposed project(s) and how these objectives address the MPI Grant Goals.
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