



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DD*
Date: November 13, 2019
Subject: Grant Request – JFO #2980-2981

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

JFO #2980 – Three (3) limited-service positions within the VT Military Department. These positions will be titled Security Guard and have been requested by the Department to address the increased security needs for the F-35 aircraft at the 158th Fighter Wing. Funding for the positions will be through an increase in the Federal FY2020 Security Cooperative Agreement between the State and the National Guard Bureau. No State funds will be required for the positions. The limited-service position request form indicates an anticipated end date for the positions as 9/30/2024, however, the federal government will likely continue to fund the positions while the F-35s are in Vermont.

[JFO received 11/06/19]

JFO #2981 – \$200,000 from American Forests to the VT Dept. of Forests, Parks and Recreation. The Department will use this funding to hire one (1) limited-service position, which it is seeking authorization to establish in conjunction with this grant. The position would be titled Forester III and would coordinate State efforts to address climate change impacts on Vermont forests through mitigation and adaptation strategies. The Department is seeking an appropriation of \$50,000 to fund the position through the remainder of State FY20. The remainder of the grant funds will be included in the Department's budget requests for FY21 (full-year) and FY22 (part-year). The position would be 100% grant-funded.

[JFO received 11/07/19]

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 27, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.

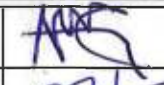
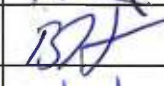
JFO 2981

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

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

RECEIVED
Agency of Administration
NOV 07 2019
JOINT FISCAL OFFICE

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

Grant Summary:	This grant is from American Forests to fund a Limited Service Forester Position at the Vermont Department of Forest, Parks and Recreation. This position will work on climate change mitigation and adaptation foresting strategies on public and private land.				
Date:	10/21/2019				
Department:	Forest, Parks and Recreation				
Legal Title of Grant:	American Forests and the Vermont Department of Forests, Parks and Recreation Grant Agreement				
Federal Catalog #:	NA				
Grant/Donor Name and Address:	American Forests, 1220L Street NW, Suite 750, Washington D.C., 20005				
Grant Period:	From:	9/5/2019	To:	12/31/2021	
Grant/Donation	200,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$50,000	\$100,000	\$50,000	\$200,000	
Position Information:	# Positions	Explanation/Comments			
	1	100% funded by this grant agreement.			
Additional Comments:					
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office			11/7/19	Date	



JOINT FISCAL OFFICE

NOV 03 2018

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1800 075

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

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

MEMORANDUM

TO: Joint Fiscal Committee
THROUGH: Michael Snyder, Commissioner, Department of Forests, Parks and Recreation
Aimee Pope, Classification Director, Department of Human Resources
Mike Middleman, Budget Analyst, Department of Finance and Management
FROM: Kristin Freeman, Financial Manager *Kristin Freeman*
DATE: September 11, 2019
RE: AA-1 Request for Acceptance of American Forests Grant and One Limited Service Position Request

The Department of Forests, Parks and Recreation requests acceptance of a new grant award from American Forests and one limited service Forester III position. The grant award provides funds to support a position focused on coordinating state-led efforts to develop and implement forest-climate mitigation and adaptation strategies. The position will provide much needed capacity for the Department to better respond to this emerging need.

Please find the following documents enclosed:

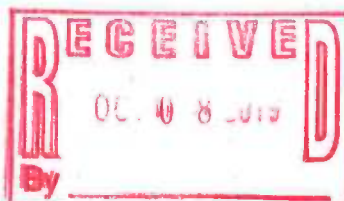
- AA-1 Form (pages 2-3)
- Responses to Standard Questions for AA-1 (page 4)
- DHR JFO Limited Service Position Request Form (page 5)
- Request for Classification Action (pages 6-13)
- Organizational Chart (page 14)
- Budget (page 15)
- Grant Agreement (pages 16-25)

Please let me know if we can provide additional information. Thank you for your consideration.



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

BASIC GRANT INFORMATION				
1. Agency:	Natural Resources			
2. Department:	Forests, Parks and Recreation			
3. Program:	Forestry			
4. Legal Title of Grant:	American Forests and the Vermont Department of Forests, Parks and Recreation Grant Agreement			
5. Federal Catalog #:	N/A			
6. Grant/Donor Name and Address:	1220 L Street NW, Suite 750, Washington D.C. 20005			
7. Grant Period:	From:	9/5/2019	To:	12/31/2021
8. Purpose of Grant:	To hire a limited service position to support coordinating state-led efforts to develop and implement forest-climate mitigation and adaptation strategies.			
9. Impact on existing program if grant is not Accepted:	This request is for a limited service position. If not accepted our ability to meet grant objectives will not be met and we will not be able to utilize this new grant funding to move this important work forward.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 20	FY 21	FY 22	
Personal Services	\$49,268	\$98,537	\$49,268	
Operating Expenses	\$ 732	\$ 1,464	\$ 731	
Grants	\$	\$	\$	
Total	\$ 50,000	\$ 100,00	\$ 50,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source American Forests)	\$50,000	\$100,000	\$50,000	
Total	\$ 50,000	\$ 100,000	\$ 50,000	
Appropriation No:	6130020000	Amount:	\$50,000 FY20	
			\$	
			\$	
			\$	
			\$	
			\$	



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

		\$
	Total	\$50,000

PERSONAL SERVICE INFORMATION

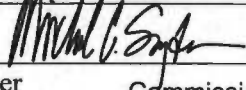
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

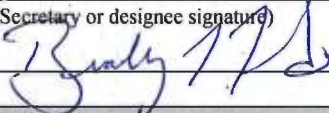
12. Limited Service Position Information:	# Positions	Title
	1	Forester III
Total Positions	1	

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

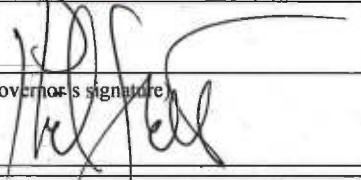
13. AUTHORIZATION AGENCY/DEPARTMENT

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: 8/23/19
	Title: Michael Snyder Commissioner, VT FPR	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 11/5/19
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: 11/6/19
<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 type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input 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).

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: ANR/FPR Date: 8/20/2019

Name and Phone (of the person completing this request): Kristin Freeman, 802-522-0730

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

American Forests. American Forests and the Vermont Department of Forests, Parks and Recreation Grant Agreement. \$200,000 to support a two-year position to focus on forest climate mitigation and adaptation strategies.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:


<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Forester III	1	Forests	9/1/2019 - 12/31/2021

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

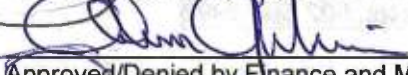
3. Justification for this request as an essential grant program need:

The specific objective of the grant is to support a two year position housed within FPR. The position will provide needed capacity to advance our efforts to understand, develop, and transfer forest climate mitigation and adaptation strategies. Climate Change is a serious issue and the Department needs capacity to be able to gather and analyze data, engage stakeholders, develop mitigation and adaption strategies, share knowledge and demonstrate mitigation and adaption practices on public and private land.


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

 Date: 8/23/19
Signature of Agency or Department Head

 Date: 9/11/19
Approved/Denied by Department of Human Resources

 Date: 11/5/19
Approved/Denied by Finance and Management

 Date: 11/5/19
Approved/Denied by Secretary of Administration

 Date: 11/6/19
Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Comments:

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Date Received (Stamp)

Notice of Action # _____

Action Taken: _____

New Job Title _____

Current Class Code _____ New Class Code _____

Current Pay Grade _____ New Pay Grade _____

Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____

New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____

Classification Analyst _____ Date _____

Effective Date: _____

Comments:

Date Processed: _____

Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____
Working Conditions: _____ Total: _____

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the *most critical* part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Expert and Stakeholder Engagement

This position will lead FPR's engagement with experts and stakeholders to advance our understanding and support a coordinated response to climate impacts to forests and forest management.

- Facilitate outreach and coordinate events to stakeholder organizations including NGOs, educational institutions, other Agencies and Departments, and forest landowners and businesses to further identify opportunities and needs, and transfer technical information.
- Manage communications with internal and external stakeholders.

Data, Inventory, and Analysis

This position will serve as our technical expert in understanding the current state and trends of climate impact on forests to advance adaptation and mitigation strategies.

- Conduct and manage a needs assessment of forestland inventory data for Vermont to identify gaps, drawing assistance from national experts such as U.S. Forest Service FIA and Forest Ecosystem Monitoring Cooperative (FEMC) staff.
- Provide technical assistance to ANR on inventory data and monitoring.
- Coordinate advancement in understanding and meeting gaps in research.

Technical Assistance

This position will provide technical assistance coordination with landowners and forestry practitioners across the state, facilitating their engagement with the range of technical assistance opportunities.

- Support development of Vermont-specific decision making tools to advance forest-based climate mitigation and adaptation strategies.
- Provide information and tools to assess the carbon benefits forestland.
- Provide assistance on forest-based climate mitigation and adaptation strategies.

Policy and Finance

This position provides support leadership with policy development and identifying funding opportunities.

- Review existing technical assistance programs to determine eligibility with the practices identified.
- Support leadership in developing policy proposals, department policies, and other policy measures.
- Assess federal program opportunities most specific to the state's needs and context and engage with federal agencies to position Vermont for competitive funds.

Information and Education

This position supports educational programs and technology transfer to a wide audience on climate impacts to forests, and mitigation and adaptation strategies.

- Manage FPR's website with up to date and relevant forest carbon and climate change information.
- Develop and implement an outreach strategy to transfer relevant information.
- Train Agency of Natural Resources staff and forestry community on forest carbon and climate change information.
- Establish demonstration projects that model climate mitigation and adaptation practices on forestland.

Program Administration

This position supports the administration of forest climate program.

- Maintains database to track accomplishments.
- Pursues grant funding and manages existing grants.
- Participates in Forestry program staff meetings, and meetings with agency, state and federal officials, and with private organizations on climate issues that affects forestland and forestry.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Work requires interaction with Agency and Department leadership, program managers, and project leaders across the Agency of Natural Resources and other State Agencies. An ANR interdisciplinary team will be established to guide and support the position's work.

External contacts include NGOs such as The Nature Conservancy, Audobon Vermont, land trusts, and Vermont Woodlands Association. Significant communication with the grantor -

American Forests. Academic institutions nationally and abroad. Federal agencies particularly the USDA Forest Service. Foresters, forest operators, forest businesses, and consultants. And the general public for outreach, education and technical assistance.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position requires an advanced level of understanding and experience with forest modelling techniques and the carbon cycle in forests, forestry, climate change, natural resource management, and forest entomology and pathology.

This position also requires skills in Arc GIS, statistics and ability to analysis data, strategic planning, Microsoft Office, project management, meeting facilitation, community engagement, websites, databases, fiscal management, grant writing and administration, and event coordination.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held directly responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position will report directly to the Director of Forests, but will generally operate with minimal supervision and is responsible for identifying necessary assignments and appropriately prioritizing those assignments to carry out a strategic plan developed in conjunction with FRP's Commissioner, Division of Forests Director, and an ANR interdisciplinary team. The team will meet quarterly to help the position advance their work.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The mental demands of the position are substantial and consistent with those at a similar professional level. Understanding the needs of the natural resources community, the public's concerns, the current administration's environmental goals, local government, landowner and forest business goals and capacity, and current federal and state environmental regulations and folding them into a coordinated approach.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Establishing and overseeing statewide forest climate priorities and programs. They must frequently research trends, balance competing interests, transfer information, and facilitate change. This requires excellent communication skills and partners coordination, as well as providing all of the tools and standards required for implementing these programs, often with limited time and resources.

Administering \$200,000 partner grant and associated deliverables including development of annual work plan, fiscal monitoring, and reporting.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Personal contact with partners or members of public where strong differences of opinion requires tact and sensitivity.	<2%

Managing demanding concurrent interagency and outside working groups	25 %

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: hazards include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and discomfort includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Outdoor exposure	15%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
N/A		

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

Type	How Much of the Time?
Standing/siting/driving	85%
Walking, outside	15%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

This position fills a critical need in the Division of Forests. After a retirement two years ago, we lost our inhouse ability to lead and respond to the growing needs associated with adapting and mitigating the effects of climate change to the largest land sector in Vermont – our abundant forestlands. Funding from the newly secured grant will allow us to regain our capacity to advance our understanding and promote strategic practices to support the health and sustainability of Vermont's forests and forest economy. Our ability to effectively serve Vermont relies on the following primary duties:

Science Literacy: Improve our understanding, reporting, and accounting of forest carbon; and climate change impacts to Vermont's forests.

Collaboration: Convening and working effectively with a diversity of partners—government, NGOs, and the private sector to understand and respond to the needs and opportunities.

Strategic Actions: Development of forestland climate mitigation and adaptation opportunities and decision-making tools for a variety of targeted audiences, including foresters, forest businesses, and landowners.

Technology Transfer: Communicating effectively about forest-based climate change mitigation and adaptation information and decision-making tools and technology.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Based on the primary duties outlined above, the ideal skills, knowledge, and abilities include:

Foundational knowledge of forest carbon and climate impacts to forests.

Analytical skills and ability to identify, prioritize, and respond rapidly to emergent challenges and opportunities and identify key organizational partners.

Ability to work effectively with a wide variety of stakeholders, both in the public and private sector, balancing needs within program scope.

Self-motivated, detail oriented, and interdisciplinary thinker with strong communication skills.

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

4. Suggested Title and/or Pay Grade:

Forester III/24

Supervisor's Signature (required): Danielle Fitzko Date: 9/5/2019

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Barbara Norway Date: 9/10/19

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

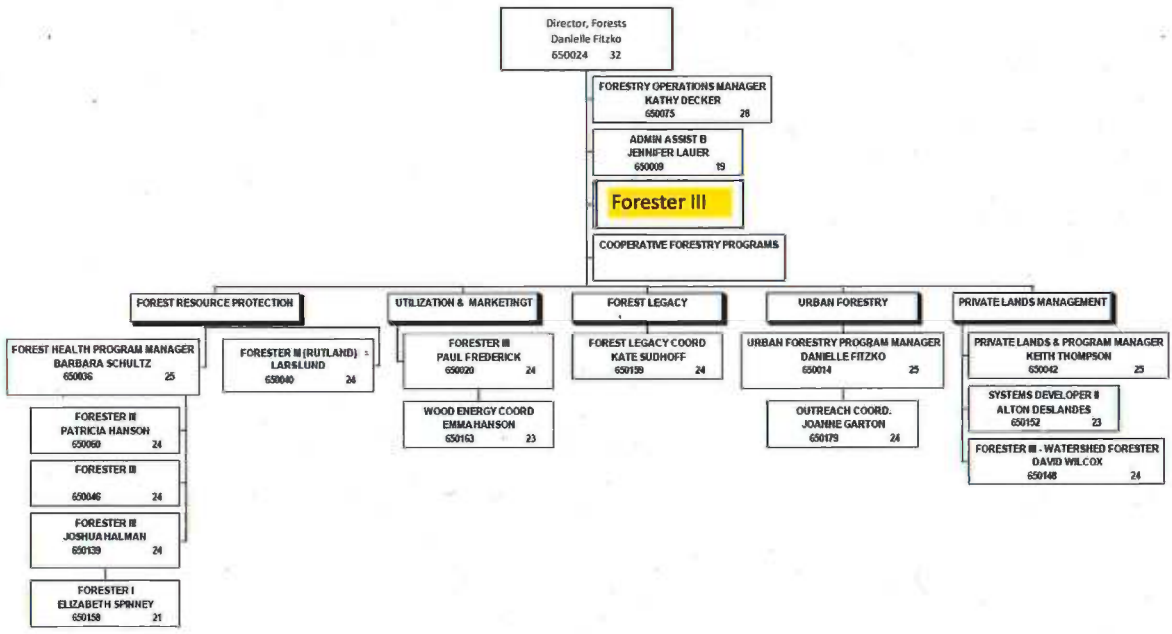
Suggested Title and/or Pay Grade:

Michael C. Soper

Appointing Authority or Authorized Representative Signature (required)

9/10/19

Date



Budget – Limited Service Forester III

Budget Summary			
Summary	American Forests Funds	State Funds	Total
Salary	\$112,122	\$0	\$112,122
Benefits (Health, Dental, Retirement, etc.)	\$83,952	\$0	\$83,952
Total Staff Cost	\$196,074	\$0	\$196,074
Supplies	\$3,926	\$0	\$3,926
TOTAL	\$200,000	\$0	\$200,000



AMERICAN FORESTS

American Forests and the Vermont Department of Forests, Parks and Recreation Grant Agreement

This Grant Agreement ("Agreement") is entered into on the countersignature date by **THE VERMONT DEPARTMENT OF FORESTS, PARKS AND RECREATION** ("FPR" or "Grantee"), located at 1 National Life Drive, Davis 2, Montpelier, VT 05620-3801 and **AMERICAN FORESTS** ("American Forests" or "AF"), a non-profit organization with offices located at 1220 L Street NW, Suite 750, Washington D.C. 20005.

American Forests will fund the salary of a two-year limited service position to be hired and managed by, and housed at FPR. This state-directed position will help coordinate state-led efforts to develop and implement forest-climate strategies in whatever manner FPR might deem appropriate. This position is intended to help the State of Vermont meet its 2020 goals under the U.S. Climate Alliance's Natural and Working Lands Challenge, as well as provide other long-term benefits to forest-climate activities in the state.

Based on the limited service position's priority duties and responsibilities, as established by FPR in collaboration with AF, and the qualifications necessary to successfully meet expectations, FPR will recruit at a State of Vermont Forester III level. Forester III's are professionals that can lead complex projects; work with a high degree of independence, responsibility, and accountability; and maintain a level of expertise and breadth of knowledge required. FPR will seek input from AF during the recruitment process and in provision of ongoing technical support for the limited service position.

Points of Contact:

Rebecca Turner
Chief Strategy Officer
American Forests
rturner@americanforests.org
202-370-4521

Danielle Fitzko
Director of Forests
Vermont Department of Forests, Parks and
Recreation
Danielle.Fitzko@vermont.gov
802-598-9992

Scope of Work:

1. *Forming Stage*

In this stage, FPR, through the new limited service position funded herein, will further assess the current state of climate change initiatives and needs in Vermont and establish a detailed work plan that outlines a clear goal and suite of priority activities for this collaboration.



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- a. Complete an assessment of all significant current climate change initiatives and efforts ongoing in Vermont, including state agency initiatives and private sector activities.
- b. Complete an assessment of all significant forest climate adaptation and mitigation research relevant to Vermont.
- c. Prepare an updated estimate of forest carbon stocks in Vermont using U.S. Forest Service Forest Inventory and Analysis (FIA) data.
- d. Develop a list for agency and stakeholder involvement. This would include, but not be limited to participants on a standing team within FPR and American Forests to provide technical support for the limited service position, and supplemented by a network of other public and private organizations that would be consistently and intentionally engaged in different forums and feedback opportunities for engaged collaboration.

2. Implementation Stage

The Implementation Stage will center on delivering the work plan developed in the Forming Stage. The outline below offers **examples** of the kinds of activities that are anticipated as potential aspects of the work plan.

Expert and Stakeholder Engagement

- a. Conduct outreach to stakeholder organizations.
- b. Hold a summit to further identify opportunities and needs.
- c. Manage communications with stakeholders, including soliciting participation in a summit.
- d. Solicit involvement from out-of-state experts targeted to key research and analysis gaps.

Data, Inventory, and Analysis

- e. Conduct a needs assessment of forestland inventory data for Vermont to identify gaps, drawing assistance from national experts such as U.S. Forest Service FIA and Forest Ecosystem Monitoring Cooperative (FEMC) staff.
- f. Develop forest-based climate change mitigation strategies for landowners and forest operators.
- g. Support development of Vermont-specific carbon mapping capacity to empower Vermont users across the public and private sectors to more easily conduct their carbon benefit analysis down to the project level.

Forestland Sector Mitigation Practices

- h. Host a research charrette with in-state and regional research leaders on forestland mitigation practices to identify knowledge gaps specific to Vermont opportunities.
- i. Seek opportunities to demonstrate the carbon benefits from avoided forest conversion



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- j. Address systemic issues with working lands product markets and private producer economies, assuring that Vermont's mitigation strategies incorporate steps to support Vermont's forest economy.

Policy and Finance

- k. Review existing technical assistance program eligibility to see if they align with the practices identified.
- l. Support policy proposals, language, administrative orders, public land management policies, and other policy measures.
- m. Assess federal program opportunities most specific to the state's needs and context and engage with federal agencies to position Vermont for competitive funds.

Convening and Knowledge Sharing

- n. Update and maintain the FPR website with up to date and relevant forest carbon and climate change information.
- o. Develop and implement an outreach strategy to disseminate relevant information to the public and stakeholders.
- p. Train Vermont Agency of Natural Resources staff and forestry community on trends and mitigation and adaptation practices.
- q. Seek opportunities to present at state conferences, including the Forest Ecosystem Monitoring Cooperative's annual meeting.

Demonstration and Implementation

- r. Establish demonstration projects that model climate mitigation practices on both public and private forest land.
- s. Communicate the value of the work and future needs.

3. Deliverables

- a. Work Plan: At the end of the limited service position's first quarter, FPR will submit to AF work plan for the next 3 quarters. At the end of year one, FPR will submit a work plan for year two.
- b. Quarterly Reports: FPR will submit quarterly reports to American Forests outlining progress, challenges, needs, and future efforts.
- c. Quarterly Calls: FPR will organize a quarterly call with American Forests to review progress, challenges, needs, and future efforts.



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- d. **Final Report:** At the end of the two year, limited position FPR will submit a final report outlining accomplishments and further recommendations to AF.

Duration:

September __, 2019 to December 31, 2021. Includes additional time to accommodate the hiring process and final reporting.

Maximum Amount:

The maximum amount is: \$200,000. American Forests will reimburse FPR for the Total Cost up to the maximum amount.

Budget Summary			
Summary	Year 1	Year 2	Total
Salary	\$54,704	\$57,418	\$112,122
Benefits (Health, Dental, Retirement, etc.)	\$41,408	\$42,544	\$84,951
TOTAL Staff Cost	\$96,112	\$100,961	\$197,073

Payment Provisions:

FPR will submit an invoice based on actual expenditures quarterly (by 1/15, 4/15, 7/15 and 10/15 for periods ending the prior month) to American Forests. Final payment will coincide with the submission of the final report.

No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered and signed by the duly authorized representatives of American Forests and FPR.

Federal Terms:

American Forests may use the funding stream that provides this grant as a match for our federal funding. Thus, we ask the Grantee to agree to the following Federal terms:

- **Eligible Workers:** Grantee shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Grantee shall comply with regulations regarding certification and retention of the completed forms.
- **Trafficking in Persons:** Under Federal requirements related to trafficking in persons, the Grantee may not:
 - Engage in severe forms of trafficking in persons during the period of time that the contract is in effect;
 - Procure a commercial sex act during the period of time that the contract is in effect; or
 - Use forced labor in the performance of the contract or subcontracts under the contract.



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- Text Messaging While Driving:** Grantee is encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- Subrecipient Notification:** Under federal grant and contracting provisions, AF is required to notify a subrecipient (e.g., Grantee) that they are subject to the terms and conditions herein, except with respect to the Grantee’s OMB Uniform Administrative Requirements and Cost Principles. In the case of subrecipient Uniform Administrative Requirements and Cost Principles, a subrecipient must be notified that they are subject to the following:

Subrecipient or Grantee Type	Applicable Administrative Requirements and Cost Principles	
	Administrative Requirements	Cost Principles
Non-profits	2 CFR 215	2 CFR 230
Local and Tribal governments (when recipient is a State)	State and Federal laws and regulations	2 CFR 225
Local and Tribal governments (when recipient is a non-State)	A-102	2 CFR 225
State agencies	State and Federal laws and regulations	2 CFR 225
Universities	2 CFR 215	2 CFR 220
Profit-makers	2 CFR 215	48 CFR 31.2

- Drug-Free Workplace:** AF is committed to maintaining a drug-free work environment, consistent with requirements for recipients of Federal grant awards.
- Nondiscrimination Statement:** AF will include a nondiscrimination statement in any printed, audiovisual, or electronic media material that it develops or prints for public distribution with Federal funding, such as the following:

“This institution is an equal opportunity provider.”



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- **State and Federal Taxes:** Grantee, State of Vermont, Department of Forests, Parks and Recreation, is a sovereign state entity and thus exempt from certain provisions related to taxation. Grantee shall comply with the following only to the extent consistent with its sovereign status. Grantee shall pay all taxes incurred while performing the services under this Agreement, including all applicable income taxes, and, in the event Grantee is not a corporation, self-employment (Social Security) taxes. Under no circumstance will AF withhold FICA (Social Security and Medicare taxes) from Grantee's payments or make AF payments on Grantee's behalf, make state or federal unemployment compensation contributions on Grantee's behalf, or withhold state or federal income tax from Grantee's payments.
- **Business Permits, Certificates, and Licenses:** Grantee agrees to obtain and comply with all permits, certificates, or licenses required to carry out the services to be performed under this Agreement.
- **Data Universal Numbering System (DUNS) Numbers:** Grantee must have and maintain an up-to-date DUNS number and provide it to AF prior to or at the time of signing of this contract.
- **Fringe Benefits:** Grantee, Grantee's employees or contract personnel are not eligible to participate in any employee health, pension, sick pay, vacation pay, or other fringe benefit plan of AF.
- **Unemployment Compensation:** AF shall make no state or federal unemployment compensation payments on behalf of Grantee or Grantee's employees or contract personnel. Grantee will not be entitled to these benefits in connection with work performed under this Agreement.
- **Insurance:** AF shall not provide any insurance coverage to Grantee or Grantee's employees or contract personnel.
- **Termination:** Either AF or Grantee may terminate this Agreement for any reason, with 30 days' written notice and no further payments will be due, except for work already performed. In addition, either Grantee or AF may terminate this Agreement immediately if the other party breaches or defaults upon its obligations under this Agreement. Upon termination of this Agreement, AF shall pay Grantee for all services performed through the date of termination, but shall be relieved of any obligation to pay Grantee any further amounts.
- **Amendment/Waiver/Entire Agreement:** This document and any Attachments constitute the entire Agreement between the parties, and no promises or representations, other than those contained herein and those implied by law, have been made by AF or Grantee. This Agreement may only be changed in writing, signed by both parties, expressly purporting to modify this Agreement. The waiver by any party to this Agreement of any breach or violation shall not operate as a waiver of any other breach. This Agreement reflects the complete understanding of the parties and constitutes their entire agreement, all prior negotiations, representations and agreements having been merged herein.

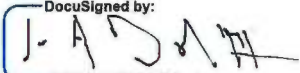


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- **Severability:** In the event any provision of this Agreement is deemed to be void, invalid, or unenforceable, that provision shall be severed from the remainder of this Agreement so as not to cause the invalidity or unenforceability of the remainder of this Agreement. All remaining provisions of this Agreement shall then continue in full force and effect. If any provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.
- **No Partnership or Authority:** Grantee does not have authority to enter into contracts on behalf of AF. This Agreement does not create a partnership relationship.
- **Applicable Law:** This Agreement and the rights and obligations thereunder shall be governed by, and construed in accordance with, the laws of the State of Vermont. Any lawsuit concerning this Agreement shall be brought in the State of Vermont.


IN WITNESS WHEREOF, we the parties hereunto agree to the conditions as described above and set their hands this 19 day of August, 2019.

Date: 9/5/2019

Signature: 
DocuSigned by:
AF720DAD865A40A...

James A. Daley, President and CEO
American Forests

Date: 9/5/2019

Signature: 
DocuSigned by:
EE7C20DA906E4E4...

For
Michael C. Snyder, Commissioner
VT Department of Forests, Parks & Recreation

Certificate Of Completion

Envelope Id: 31935A99C92E4084AC56B95749564B45	Status: Completed
Subject: Please DocuSign: AF_FORESTCLIMATE_2019.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kimberley McKee
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1 National Life Dr.
	Davis 2
	Montpelier, VT 05620
	kimberley.mckee@vermont.gov
	IP Address: 162.248.186.11

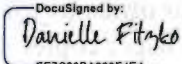
Record Tracking

Status: Original	Holder: Kimberley McKee	Location: DocuSign
9/5/2019 5:22:15 AM	kimberley.mckee@vermont.gov	

Signer Events

Danielle Fitzko
danielle.fitzko@vermont.gov
Direct of Forests
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 159.105.178.98

Timestamp

Sent: 9/5/2019 5:23:34 AM
Viewed: 9/5/2019 5:54:01 AM
Signed: 9/5/2019 5:54:15 AM

Electronic Record and Signature Disclosure:

Accepted: 9/5/2019 5:54:01 AM
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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Certified Delivered	Security Checked	9/5/2019 5:54:01 AM
Signing Complete	Security Checked	9/5/2019 5:54:15 AM
Completed	Security Checked	9/5/2019 5:54:15 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, Vermont Department of Forests, Parks and Recreation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree"™ button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent"™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact Vermont Department of Forests, Parks and Recreation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kristin.freeman@vermont.gov

To advise Vermont Department of Forests, Parks and Recreation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kristin.freeman@vermont.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Vermont Department of Forests, Parks and Recreation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kristin.freeman@vermont.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Vermont Department of Forests, Parks and Recreation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kristin.freeman@vermont.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

By checking the "I agree"™ box, I confirm that:

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Vermont Department of Forests, Parks and Recreation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Vermont Department of Forests, Parks and Recreation during the course of my relationship with you.