



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: November 1, 2024
Subject: Grant Request – JFO #3225

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***This item is being held for the Joint Fiscal Committee meeting scheduled for November 6, 2024.***

JFO #3225: \$750,000.00 to the VT Agency of Natural Resources, Department of Forests, Parks and Recreation from the U.S. Forest Service, Region 9. Funds will be used to increase access to wild areas for all Vermonters, especially traditionally under-served populations. Program staff are transitioning from a reactive service model to a more proactive strategy by applying a lens of environmental justice, equity, diversity, and inclusivity across programming. [Received 10/31/2024]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson, sanderson@leg.state.vt.us) if you have questions before the meeting.



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
 [phone] 802-522-0730
 [fax] 802-828-1399

To: Philip B. Scott, Governor and Vermont Joint Fiscal Committee
 From: Danielle Fitzko, Commissioner
 Through: Ansley Bloomer, Director of Finance and Administration
 Date: 09/30/2024
 Subject: AA-1 Request for Grant Acceptance for ALN Numbers 10.681, 10.698, 10.720 and 10.727

The Department of Forests, Parks and Recreation (FPR) seeks the approval of four (4) Request for Grant Acceptance (AA-1) forms for 4 separate Federal Awards.

While reconciling our federal awards for our annual Schedule of Expenditures of Federal Awards (SEFA) report, we discovered that the AA-1 forms requesting approval for 4 new federal awards were never submitted. All 4 federal awards have expenditures in FY24, and we have received revenue for three of the awards.

The FPR Business Office has experienced turn-over in every single position in the last two years. FPR was without a Grants Manager for many months and the position has also turned over twice in two years. The checks-and-balances were not in place when these awards were executed, and critical workflows were either missed, or staff were not adequately trained. Current staff have been extremely diligent in turning things around by establishing protocol, and this important step is now well known and will be adhered to going forward.

Here are the details of the 4 awards:

ALN Number	Federal Agency	Program Title	FY24 Expenditures	FY24 Federal Revenue	Total Federal Award Amount
10.681	Department of Agriculture	Wood Education & Resource Center	\$1,932	\$365	\$400,000
10.698	Department of Agriculture	Cooperative Fire Assistance	\$31,545	\$31,545	\$141,663
10.720	Department of Agriculture	Community Wildfire Defense Grant Program	\$3,138	\$-	\$50,000
10.727	Department of Agriculture	Inflation Reduction Act Urban & Community Forestry Program	\$10,296	\$10,296	\$750,000
TOTALS			\$46,911	\$42,206	\$1,341,663

All expenses incurred in FY25 have been backed out of Federal Fund 22005 and have been booked to our General Fund appropriation until our request has been processed.

The enclosed AA-1 forms have been signed off on by the Department, however, we clearly cannot attest that no funds were expended as we have expended funds for all 4 awards.

Please don't hesitate to reach out with questions. We greatly appreciate your consideration.

Enclosed for each award:
 AA-1 Form and Required Documentation



The enclosed AA-1 forms have been signed off on by the Department, however, we clearly cannot attest that no funds were expended as we have expended funds for all 4 awards.

Please don't hesitate to reach out with questions. We greatly appreciate your consideration.

Enclosed for each award:
AA-1 Form and Required Documentation

**State of Vermont**

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

Agency of Administration

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

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		To increase access to the benefits of trees and urban and community forests for all Vermonters by applying a lens of environmental justice, equity, diversity, and inclusivity across programming.			
Date:		9/20/2024			
Department:		Forests, Parks & Recreation			
Legal Title of Grant:		Urban and Community Forestry Program Vermont Inflation Reduction Act State Allocation; 23-DG-11094200-375			
Federal Catalog #:		10.727			
Grant/Donor Name and Address:		United States Forest Service, Region 9 626 E. Wisconsin Ave Milwaukee, WI, 52302			
Grant Period:		From:		To:	
		7/1/2023		6/30/2028	
Grant/Donation		\$750,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$10,296	\$184,925	\$184,925	\$750,000	Remain. in FY27-28
Position Information:		# Positions	Explanation/Comments		
Additional Comments:		No State match. Expenditures mistakenly made against this grant in FY24. FPR is seeking retroactive approval and has identified internal control improvements to prevent reoccurrence.			
Department of Finance & Management				Adam Greshin <small>Digitally signed by Adam Greshin Date: 2024.10.03 10:43:48...</small>	(Initial)
Secretary of Administration				Sarah Clark <small>04AB832CD55C438...</small>	(Initial)
Sent To Joint Fiscal Office					Date



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

BASIC GRANT INFORMATION				
1. Agency:		Natural Resources		
2. Department:		Forests, Parks & Recreation		
3. Program:		Forestry		
4. Legal Title of Grant:		Urban and Community Forestry Program Vermont Inflation Reduction Act State Allocation; 23-DG-11094200-375		
5. Federal Catalog #:		10.727		
6. Grant/Donor Name and Address: USDA, FOREST SERVICE REGION 9, STATE AND PRIVATE FORESTRY 626 East Wisconsin Ave Milwaukee, WI 53202				
7. Grant Period:		From:	7/1/2023	To: 06/30/2028
8. Purpose of Grant: Increase access to the benefits of trees and urban and community forests for all Vermonters by applying a lens of environmental justice, equity, diversity, and inclusivity across programming.				
9. Impact on existing program if grant is not Accepted: Prevents the on-going support and outreach to nature-deprived populations and disadvantaged communities via sub-awards to introduce, care, and maintain their community trees. This is a 5-year grant; Funding expected to remain constant over 4 years (FY25-28, \$178,192); Indirect expected to be the same over 4 years (FY25-28, \$6,733) No indirect drawn for FY24				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 24	FY 25	FY 26	
Personal Services	\$0	\$6,733	\$6,733	
Operating Expenses	\$0	\$0	\$0	
Grants	\$10,296	\$178,192	\$178,192	See details on #9
Total	\$10,296	\$184,925	\$184,925	
Revenues:				
State Funds:	\$0	\$0	\$0	No Match
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:	\$10,296	\$184,925	\$184,925	
(Direct Costs)	\$10,296	\$178,192	\$178,192	
(Statewide Indirect)	\$0	\$6,733	\$6,733	See details on #9
(Departmental Indirect)	\$0	\$0	\$0	
Other Funds:	\$0	\$0	\$0	
Grant (source)	\$0	\$0	\$0	
Total	\$10,296	\$184,925	\$184,925	
Appropriation No:				
6130020000		Amount:		\$
				\$184,925
				\$

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

		\$
		\$
		\$
		\$
	Total	\$184,925

PERSONAL SERVICE INFORMATION

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

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

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions:

☐ Is presently available. ☐ Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: Dani Luce Date: 9/12/2024

Title: 77A8C4208C20432...
 Senior Manager of Finance and Administration

Signature: Danielle Fitzko Date: 9/12/2024

Title: 5BE1AA84753549F...
 Commissioner, Department of Forests, Parks and Recreation

14. SECRETARY OF ADMINISTRATION

☒ **SC** (Secretary or designee signature) Sarah Clark Date: _____
☐ Approved: _____ 04AB832CD55C438

15. ACTION BY GOVERNOR

☒ Check One Box: Accepted (Governor's signature) [Signature] Date: 10/29/24
☐ 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 checked="" type="checkbox"/> Notice of Award | <input type="checkbox"/> Request for Extension (if applicable) |
| <input checked="" type="checkbox"/> Grant Agreement | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input checked="" type="checkbox"/> Grant Budget | |

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency,

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

department, commission, board, or other part of state government (see 32 V.S.A. §5).

**FEDERAL FINANCIAL ASSISTANCE
AWARD OF DOMESTIC GRANT 23-DG-11094200-375
Between
DEPARTMENT OF FORESTS PARKS & RECREATION VERMONT
And The
USDA, FOREST SERVICE
EASTERN REGION STATE, PRIVATE, AND TRIBAL FORESTRY**

Program Title: Urban and Community Forestry Program Vermont Inflation Reduction Act State Allocation

Upon execution of this document, an award to Department of Forests Parks & Recreation Vermont, hereinafter referred to as "VT DFPR," in the amount of **\$750,000**, is made under the authority of 16 USC 2105 and Public Law 117-169, Subtitle D, Section 23003(a). The Federal Assistance Listing (formerly Catalog of Federal Domestic Assistance - CFDA) number and name are 10.727, Inflation Reduction Act Urban & Community Forestry Program. Department of Forests Parks & Recreation Vermont accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated 9/21/23, and the attached Forest Service provisions, 'Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

This authority requires a 1:1 match, however match has been waived under the provision of Public Law 117-169 (Inflation Reduction Act) and based on assurance from the Cooperator that 100% of the work and funding will be directed to disadvantaged communities.

This is an award of Federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at sm.fs.r9spfgiants@usda.gov.

The following administrative provisions apply to this award:

- A. LEGAL AUTHORITY. VT DFPR shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this award.



Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Elise Schadler Address: One National Life Drive, Dewey 2 City, State, Zip: Montpelier, VT 5620 Telephone: 802-522-6015 Email: elise.schadler@vermont.gov	Name: Mo Reilly Address: One National Life Drive, Dewey 2 City, State, Zip: Montpelier, VT 5620 Telephone: 802-243-3406 Email: mo.reilly@vermont.gov

Principal Forest Service Contacts:

Forest Service Program Manager Contact	Forest Service Administrative Contact
Name: Danielle Gift Telephone: 603-397-2658 Email: danielle.gift@usda.gov	Name: Midori C. Raymore Telephone: 414-721-1346 Email: midori.raymore@usda.gov

- C. **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM).** VT DFPR shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this agreement in the System for Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or agreement term(s). Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds. For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- D. **ADVANCE AND/OR REIMBURSEMENT PAYMENTS – FINANCIAL ASSISTANCE.** Advance and/or reimbursement payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and must be submitted no more than monthly. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations.

Advance payments must not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. If the Recipient receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the Forest Service can approve the request for payment. Any funds

advanced, but not spent, upon expiration of this award must be returned to the Forest Service.

The Program Manager reserves the right to request additional information prior to approving a payment. To expedite payment, please attach a list of expenses that match the approved project budget when submitting each SF-270. Each SF-270 shall include the award number (23-DG-11094200-375) in Block 4. If this award has multiple projects, each project must be identified in separate columns for tracking purposes in Block 11. A final SF-270 must have a final performance report submitted prior to invoice approval.

The invoice must be sent by one of three methods:	Send a copy to:
EMAIL (preferred): SM.FS.asc_ga@usda.gov	danielle.gift@usda.gov
FAX: 877-687-4894	
POSTAL: Albuquerque Service Center Payments – Grants & Agreements 4000 Masthead St., NE Albuquerque, NM 87109	

- E. **INDIRECT COST RATES.** The approved indirect cost rate at the time of execution is **29.31%** as shown in the NICRA provided by the Cooperator.

As new NICRAs are agreed to between VT DFPR and their cognizant audit agency, the revised provisional or final rate(s) are automatically incorporated into this award, as appropriate, and must specify (1) the agreed upon rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The award obligation will not increase as a result of indirect cost rate increases. Updates to NICRAs will not affect the total funds available for this award unless documented in a formally executed modification.

If the NICRA is for a provisional rate, VT DFPR shall be reimbursed at the established provisional rate(s), subject to appropriate adjustment when the final rate(s) for the fiscal year are established.

- F. **PRIOR WRITTEN APPROVAL.** VT DFPR shall obtain prior written approval pursuant to conditions set forth in 2 CFR 200.407.
- G. **MODIFICATIONS.** Modifications within the scope of this award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 90 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.

- H. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature. Pre-award costs are authorized as of 7/01/2023 pursuant to 2 CFR 200.458.

The end date, or expiration date is **6/30/2028**. This instrument may be extended by a properly executed modification. *See Modification Provision above.*

- I. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof the parties hereto have executed this award.

DocuSigned by:


5BE1AA84753549F...

9/25/2023

Danielle Fitzko, Commissioner
Department of Forests Parks & Recreation Vermont


Date

ROBERT LUECKEL, Deputy Regional Forester
State, Private, and Tribal Forestry

Date

The authority and the format of this award have been reviewed and approved for signature.



 Digitally signed by MIDORI RAYMORE
Date: 2023.09.21 10:01:20 -05'00'

MIDORI C. RAYMORE
Forest Service Grants Management Specialist

Date

ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS

- A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, VT DFPR may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.
- B. FOREST SERVICE LIABILITY TO THE RECIPIENT. The United States shall not be liable to VT DFPR for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by VT DFPR or any third party.
- C. NOTICES. Any notice given by the Forest Service or VT DFPR will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To VT DFPR, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- D. SUBAWARDS. Prior approval is required to issue subawards under this grant. The intent to subaward must be identified in the approved budget and scope of work and approved in the initial award or through subsequent modifications. Approval of each individual subaward is not required, however the cooperator must document that each sub-recipient does NOT have active exclusions in the System for Award Management (sam.gov).

The Cooperator must also ensure that they have evaluated each subrecipient's risk in accordance with 2 CFR 200.332 (b).

Any subrecipient under this award must be notified that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.331 through .333.

All subawards \$30,000 or more must be reported at fsrs.gov in compliance with 2 CFR 170. See Attachment B for full text.

- E. FINANCIAL STATUS REPORTING. A Federal Financial Report, Standard Form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted semi-annually. These reports are due 30 days after the reporting period ending June 30 and December 31. The final SF-425 (and SF-

425A, if applicable) must be submitted either with the final payment request or no later than 120 days from the expiration date of the award. These forms may be found at <https://www.grants.gov/web/grants/forms.html>.

- F. PROGRAM PERFORMANCE REPORTS. The recipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in award.

In accordance with 2 CFR 200.301, reports must relate financial data to performance accomplishments of the federal award.

VT DFPR shall submit semi-annual performance reports. These reports are due 30 days after the reporting period ending June 30 and December 31. The final performance report shall be submitted either with VT DFPR's final payment request, or separately, but not later than 120 days from the expiration date of the award.

- Additional pertinent information:

- To prevent payment delays, all reports should be emailed to SM.FS.R9SPFgrants@usda.gov and the U.S. Forest Service Program Manager prior to their respective due dates. Please ensure the subject line of the email contains the award number (23-DG-11094200-375) and the name of report being submitted.
- The final performance report must be submitted and approved prior to approval of the final SF-270 payment request.

- G. NOTIFICATION. VT DFPR shall immediately notify the Forest Service of developments that have a significant impact on the activities supported under this award. Also, notification must be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

- H. CHANGES IN KEY PERSONNEL. Any revision to key personnel identified in this award requires notification of the Forest Service Program Manager by email or letter.

- I. USE OF FOREST SERVICE INSIGNIA. In order for VT DFPR to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify VT DFPR when permission is granted.

- J. FUNDING EQUIPMENT. Federal funding under this award is not available for reimbursement of VT DFPR's purchase of equipment. Equipment is defined as having

a fair market value of \$5,000 or more per unit and a useful life of over one year.
Supplies are those items that are not equipment.

- K. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. VT DFPR is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments.

VT DFPR may call on Forest Service's Office of Communication for advice regarding public notices. VT DFPR is requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office Communications as far in advance of release as possible.

- L. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. VT DFPR shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2.

- M. COPYRIGHTING. VT DFPR is/are granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award.

No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes.

This right shall be transferred to any sub-awards or subcontracts.

This provision includes:

- The copyright in any work developed by VT DFPR under this award.
- Any right of copyright to which VT DFPR purchase(s) ownership with any federal contributions.

- N. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. VT DFPR shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: program.intake@usda.gov.*

If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:
"This institution is an equal opportunity provider."

O. PROGRAM INCOME – FINANCIAL ASSISTANCE.

1. VT DFPR shall apply the standards set forth in this Provision to account for program income earned under the award.
2. If any program income is generated as a result of this award, the income shall be applied using the deductive alternative as described in 2 CFR 200.307; the deductive alternative is the default if no other method is selected.
3. Unless the terms and conditions of the award/agreement provide otherwise, Recipients shall have no obligation to the U.S. Government regarding program income earned after the end of the project period.
4. Costs incident to the generation of program income may be deducted from gross income to determine net program income, provided these costs have not been charged to the award and they comply with 2 CFR 200.307.
5. Unless the terms and conditions of the award provide otherwise, VT DFPR shall have no obligation to the U.S. Government with respect to program income earned from license fees and royalties for copyrighted material, patents, patent

applications, trademarks, and inventions produced under an award. However, Patent and Trademark Amendments (35 U.S.C. 18) apply to inventions made under an experimental, developmental, or research awards.

P. DISPUTES.

1. Any dispute under this award shall be decided by the Signatory Official. The Signatory Official shall furnish VT DFPR a written copy of the decision.
2. Decisions of the Signatory Official shall be final unless, within 30 days of receipt of the decision of the Signatory Official, VT DFPR appeal(s) the decision to the Forest Service's Director, State & Private Forestry (SPF). Any appeal made under this provision shall be in writing and addressed to the Director, SPF, USDA, Forest Service, Washington, DC 20024. A copy of the appeal shall be concurrently furnished to the Signatory Official.
3. In order to facilitate review on the record by the Director, SPF, VT DFPR shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.
4. A decision under this provision by the Director, SPF is final.
5. The final decision by the Director, SPF does not preclude VT DFPR from pursuing remedies available under the law.

Q. AWARD CLOSEOUT. VT DFPR must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award.

Any unobligated balance of cash advanced to VT DFPR must be immediately refunded to the Forest Service, including any interest earned in accordance with 2 CFR 200.344(d).

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

R. TERMINATION. This award may be terminated, in whole or part pursuant to 2 CFR 200.340.

S. DEBARMENT AND SUSPENSION. VT DFPR shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should VT DFPR or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the

exclusion, debarment, or suspension is voluntary or involuntary. The Recipient shall adhere to 2 CFR Part 180 Subpart C in regards to review of sub-recipients or contracts for debarment and suspension.

All subrecipients and contractors must complete the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions. Blank forms are available electronically. Completed forms must be kept on file with the primary recipient.

- T. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.
- U. TRAFFICKING IN PERSONS.

1. Provisions applicable to a Recipient that is a private entity.
 - a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients' employees may not:
 - (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procure a commercial sex act during the period of time that the award is in effect; or
 - (3) Use forced labor in the performance of the award or subawards under the award.
 - b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity:
 - (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - i. Associated with performance under this award; or
 - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),".
2. Provision applicable to a Recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:
 - a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - b. Has an employee who is determined by the agency official authorized to

terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

- (1) Associated with performance under this award; or
- (2) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),”

3. Provisions applicable to any recipient.

- a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
- c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

4. Definitions. For purposes of this award term:

- a. “Employee” means either:
 - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- b. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- c. “Private entity”:
 - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - (2) Includes:
 - i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - ii. A for-profit organization.
- d. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

V. DRUG-FREE WORKPLACE.

1. VT DFPR agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must
 - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
 - b. Specify the actions VT DFPR will take against employees for violating that prohibition; and
 - c. Let each employee know that, as a condition of employment under any award, the employee:
 - (1) Shall abide by the terms of the statement, and
 - (2) Shall notify VT DFPR in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and shall do so no more than 5 calendar days after the conviction.
2. VT DFPR agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The established policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
3. Without the Program Manager's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this award, whichever occurs first.
4. VT DFPR agrees to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the award number of each award on which the employee worked. The notification must be sent to the Program Manager within 10 calendar days after VT DFPR learns of the conviction.
5. Within 30 calendar days of learning about an employee's conviction, VT DFPR must either
 - a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

W. PROHIBITION AGAINST USING FUNDS WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.

1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
 2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect.
 3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
 4. If the Government determines that the recipient is not in compliance with this award provision, it;
 - a. Will prohibit the recipient's use of funds under this award in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
 - b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.
- X. ELIGIBLE WORKERS. VT DFPR 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 U.S.C. 1324(a)). VT DFPR shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.
- Y. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 315(e).
- Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).
- Z. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are 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.

- AA. PROMOTING FREE SPEECH AND RELIGIOUS FREEDOM. As a recipient of USDA financial assistance, you will comply with the following:
1. Do not discriminate against applicants for sub-grants on the basis of their religious character.
 2. 7 Code of Federal Regulations (CFR) part 16.3(a), Rights of Religious Organizations.
 3. Statutory and National policy requirements, including those prohibiting discrimination and those described in Executive Order 13798 promoting free speech and religious freedom, 2 CFR 200.300.
- BB. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. The cooperator (including subrecipients) is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information.

In accordance with 2 CFR 200.216, the grantee (including subrecipients) is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to:

- (1) procure or obtain, extend or renew a contract to procure or obtain;
- (2) enter into a contract (or extend or renew a contract) to procure; or
- (3) obtain the equipment, services or systems.

ATTACHMENT B: 2 CFR PART 170

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. *Reporting of first-tier subawards.*

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. *Reporting total compensation of recipient executives for non-Federal entities.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170.320;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <https://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most

highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execom.htm>.)
2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
- i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. *Exemptions.*
If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. *Definitions.* For purposes of this award term:
1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
 2. Non-Federal *entity* means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization; and,
 - iv. A domestic or foreign for-profit organization
 3. *Executive* means officers, managing partners, or any other employees in management positions.
 4. *Subaward:*
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

END OF ATTACHMENT B: 2 CFR PART 170

ATTACHMENT C: WHISTLEBLOWER NOTICE

Whistleblowers perform an important service to USDA and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so. Federal law protects federal employees as well as personal services contractors and employees of Federal contractors, subcontractors, grantees, and subgrantees against reprisal for whistleblowing. USDA bears the responsibility to ensure that nothing in a non-disclosure agreement which a contractor, subcontractor, grantee, or subgrantee requires their employees to sign should be interpreted as limiting their ability to provide information to the Office of Inspector General (OIG).

41 U.S.C. § 4712 requires the head of each executive agency to ensure that its contractors inform their workers in writing of the rights and remedies under the statute.

Accordingly, it is illegal for a personal services contractor or an employee of a Federal contractor, subcontractor, grantee, or subgrantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

To be protected under 41 U.S.C. § 4712, the disclosure must be made to one of the following:

- A Member of Congress, or a representative of a committee of Congress;
- The OIG;
- The Government Accountability Office (GAO);
- A Federal employee responsible for contract or grant oversight or management at USDA;
- An otherwise authorized official at USDA or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Under 41 U.S.C. § 4712, personal services contractors as well as employees of contractors, subcontractors, grantees, or subgrantees may file a complaint with OIG, who will investigate the matter unless they determine that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. OIG's investigation is then presented to the head of the executive agency who evaluates the facts of the investigation and can order the contractor, subcontractor, grantee, or subgrantee

to take remedial action, such as reinstatement or back pay.

Federal Acquisition Regulation (FAR) Subpart 3.903, *Whistleblower Protections for Contractor Employees, Policy*, prohibits government contractors from retaliating against a contract worker for making a protected disclosure related to the contract. FAR Subpart 3.909-1 prohibits the Government from using funds for a contract with an entity that requires its employees or subcontractors to sign internal confidentiality statements prohibiting or restricting disclosures of fraud, waste, or abuse to designated persons. This prohibition does not contravene agreements pertaining to classified information. The regulation also requires contracting officers to insert FAR clause 52.203-17, *Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights*, in all solicitations and contracts that exceed the Simplified Acquisition Threshold as defined in FAR Subpart 3.908. This clause requires notification to contractor employees that they are subject to the whistleblower rights and remedies referenced in 41 U.S.C. § 4712.

In order to make a complaint alleging any of the violations mentioned above, one should complete the OIG Hotline form located at: <https://www.usda.gov/oig/hotline>. For additional information, they may also visit the WPC's webpage at: <https://www.usda.gov/oig/wpc> or they may directly contact the WPC at OIGWPC@oig.usda.gov.

Urban & Community Forestry Program Vermont Inflation Reduction Act State Allocation Proposal FY23

Lead Contact

Elise Schadler

Program Manager, Vermont Urban & Community Forestry Program

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(802) 522-6015

Financial Contact

Mo Reilly

Grants Program Manager, Vermont Department of Forests, Parks & Recreation

mo.reilly@vermont.gov

802-249-3406

Purpose

The Vermont Urban & Community Forestry Program (VT UCF), part of the Vermont Department of Forests, Parks and Recreation (FPR), engages over 100 communities annually through technical, educational, or financial assistance to care for the trees in places where Vermonters live, work, and play. In 2020 VT UCF engaged its Advisory Council to review and update the program's 5-year Strategic Action Plan to include a new priority strategy: ***Increase access to the benefits of trees and urban and community forests for all Vermonters by applying a lens of environmental justice, equity, diversity, and inclusivity across programming.*** Program staff are transitioning from a reactive service model to a more proactive strategy through increased outreach and targeted assistance based on need.

The work outlined below, supported by the Inflation Reduction Act state allocation, makes funding available through competitive sub-awards to nature-deprived populations and disadvantaged communities for a broad range of activities including urban tree canopy expansion and protection, urban wood utilization, urban food forests, extreme heat mitigation, workforce development, local tree nursery establishment, and increasing capacity to care for and manage community trees. This work aligns with and supports the Biden-Harris Administration's [Justice40 Initiative](#) by strategically identifying, reaching, and assisting disadvantaged communities in our state. The project directly aligns with the [National Ten-Year Urban and Community Forestry Action Plan](#), specifically **Goal 1**: Integrate urban and community forestry into all scales of planning, **Goal 3**: Cultivate diversity, equity, and leadership within the urban forestry community, and **Goal 6**: Diversify, leverage, and increase funding for urban and community forestry.

The project provides an opportunity to advance priorities identified in the program's [5-Year Strategic Action Plan](#). Infused throughout this plan is the need to increase community and municipal capacity, awareness, and partnerships to foster resilient, healthy, and diverse urban forests. The project also aligns with the [2017 Vermont Forest Action Plan](#), specifically with **Strategy 31** to promote forest practices for water quality protection including green stormwater infrastructure and **Strategy 41** to strategically plant trees around buildings to mitigate energy demands.

Scope of Work

With this Inflation Reduction Act state allocation funding in the amount of \$750,000, VT UCF will broaden access to the benefits of healthy urban tree canopy in disadvantaged communities statewide through a

competitive sub-award program. Based on VT UCF's subaward amount range (\$5,000 - \$50,000), between 12 and 120 individual projects are anticipated to be funded over the next five years.

This scope of work aligns with the Interagency Memorandum of Understanding on Promoting Equitable Access to Nature in Nature-Deprived Communities and America the Beautiful Initiative, which seek to reduce the number of people without access to parks and nature in their communities. It also aligns with the Justice40 Initiative established through Executive Order 13985 to deliver at least 40% of the benefits of Inflation Reduction Act investments through established partnerships with local organizations working to support disadvantaged communities.

Disadvantaged Communities Determination

Through this state allocation of \$750,000, 100% of the work will focus on benefiting disadvantaged communities through a competitive subaward program. Disadvantaged communities are defined in Vermont using the following criteria:

- the [Climate and Economic Justice Screening tool](#), the national dataset that highlights communities as disadvantaged based on thresholds for one or more environmental, climate, socio-economic, or other burden, are included as disadvantaged communities in this project;
- the U.S. Department of Housing and Urban Development's [Opportunity Zones](#) dataset identifies economically distressed communities defined by individual census tracts, many of which has experienced a lack of investment for decades; and
- the U.S. Department of Housing & Urban Development's dataset for [low to moderate income \(LMI\)](#) areas also identifies Vermont communities containing US Census Blocks in which 51% or more of the households earn less than 80% of the Area Median Income (AMI).

In consideration of these criteria, there are 92 Vermont municipalities that include at least one eligible census-tract. A list of these municipalities and accompanying maps are included as attachments to this proposal.

Implementation Strategy, Methodology & Timeline

This 5-year project will make funding available through competitive sub-awards to nature-deprived populations and disadvantaged communities for a broad range of activities including urban tree canopy expansion and protection, urban wood utilization, urban food forests, extreme heat mitigation, workforce development, local tree nursery establishment, and increasing capacity to care for and manage community trees. Eligible applicants will include municipal governments, public educational institutions, and organizations that serve disadvantaged communities. All sub-awards will adhere to State of Vermont and FPR procurement policies and procedures. VT UCF acknowledges that administrative costs in all sub-awards will not exceed twenty percent. Disadvantaged communities are the intended primary beneficiaries of the full scope of this project. VT UCF acknowledges that the match waiver received will be passed on to sub-awardees.

The competitive sub-award program will align in design and timeline with VT UCF's other financial assistance programs. Estimated timeline and accomplishments are:

- Preparation for the sub-award program, including development of streamlined application process, clear eligibility guidelines, and instructional videos to guide proposal development and submission, will occur throughout summer 2023.
- Request(s) for proposals will be sent to the Forest Service Urban & Community Forestry Coordinator for review and approval prior to distribution.

- The initial competitive sub-award program (\$300k available) will be announced by September 2023, proposals will be due in January 2024, and awarded projects will be under agreement by April 2024. Sub-award agreements will be for 2–3-year projects. The U.S. Forest Service and Inflation Reduction Act will be acknowledged as a funding source for work performed under this grant, including any future signage requirements.
- Depending on demand for the funding and quality of proposals, subsequent funding rounds will be announced on a similar schedule in 2024 and 2025.
- At least 12 and up to 120 distinct projects will be funded through this Inflation Reduction Act state allocation funding.

Budget

Detailed Budget Items by Object Class Categories	Federal \$	State Match \$	Other Match \$	Source of "Other Match"
a. Personnel				
<i>Admin: Schadler (Project Manager) salary for 225 days @\$285.60/day - project administration</i>	\$64,260			
b. Fringe Benefits				
<i>Admin: Schadler (Project Manager) fringe @43%</i>	\$27,632			
c. Travel				
d. Equipment				
e. Supplies				
f. Contractual				
g. Construction				
h. Other (subawards)				
<i>Program: subawards to disadvantaged communities</i>	\$631,175			
i. Total Direct Charges (sum of a-h)	\$723,067			
j. Indirect Charges	\$26,933			
k. Totals (i + j)	\$750,000			
l. Program Income				

Budget Costs Detail (if not included in table above):

Salary: project manager project administration for 225 days @\$285.60/days

Fringe: project manager fringe for 225 days @43%

Other: subawards to disadvantaged communities

From: [Raymore, Midori - FS, WI](#)
To: [Mo Reilly](#)
Cc: [Gift, Danielle - FS, NH](#); [Carpenter, Constance - FS, NH](#); [Danielle Fitzko](#)
Subject: VT-FPR UCF IRA 23DG11094200375 Executed 9.25.23
Date: Wednesday, September 27, 2023 14:46:00 PM
Attachments: [23DG11094200375 VT IRA Award Executed 9.25.23.pdf](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Hello Mo –

Please find attached your copy of the executed award for grant# 23-DG-11094200-375.

A couple of reminders as you begin working this grant:

1. Your SAM registration expires on 7/5/24. The SAM registration must stay active at all times. Expired SAM registrations means delayed reimbursements or modification actions may be delayed and a total stop work on all grant related activities.
2. The performance periods of this award are 7/1/23 to 6/30/28. This award may not be extended beyond 9/24/28 date as that is the full 5 years allowed per Forest Service policy.
3. Modifications of any type including an extension should be requested at least 90 days in advance of the modification need.
4. Any invoices for work must be for no earlier than the 7/1/23 start date and end for that invoice no later than the signature date of the invoice.
5. Invoices must be sent to the ASC GA Payments office at: SM.FS.ASC_ga@usda.gov. You must include your award number in its entirety (23-DG-11094200-375) on your SF-270 to ensure timely processing by that office.
6. Advances are allowed under this award. If requesting an advance rather than a reimbursement, the advance shall be only for the next 30 days' worth of expense needs and must be fully expended prior to the next request for payment. A liquidation report must be submitted to SM.FS.ASC_ga@usda.gov every 30 days until the advance is completely liquidated.
7. Progress Performance Reports and Financial Reports are due semi-annually no more than 30 days after June 30 and December 31. The first Performance and Financial reports were due by no later than 1/31/24. Please review the reporting chart below. Reports may be sent to the R9 SPF Grants Inbox at: SM.FS.R9SPFgrants@usda.gov. Please be sure to include your award number of 23DG11094200375 on your reports and SF425.

Period End Date	Due Date
12/31/2023	01/31/2024
06/30/2024	07/30/2024
12/31/2024	01/31/2025
06/30/2025	07/30/2025
12/31/2025	01/31/2026
06/30/2026	07/30/2026
12/31/2026	01/31/2027
06/30/2027	07/30/2027
12/31/2027	01/31/2028
06/30/2028	10/28/2028



Midori Raymore

(she/her)

Director, Office of Grants and Agreements, SPTF

Forest Service

Eastern Region, State, Private and Tribal Forestry

c: 414-721-1346

midori.raymore@usda.gov



Important Dates:

September 20th - Last day to return an award letter to ensure obligation this fiscal year (allows FS Signature time)

September 25th – Last day to submit signed awards to ASC for obligation.

September 30th - (7:00 PM EST) – October 4th (9:00 AM EST)- Year-end shut-down of Grants System NRM. No access to approve invoices or execute/modify/close awards.

626 East Wisconsin Ave.

Milwaukee, WI 53202

www.fs.usda.gov



Caring for the land and serving people

Public Website: [Working with Eastern Region State, Private, and Tribal Forestry](#)

Internal Share Point: [R9 SPTF Grants and Agreements](#)

Eastern Region, SPTF, OGA Inbox: SM.FS.R9SPFgrants@usda.gov

Advance/Reimbursement (SF-270s) Inbox: SM.FS.asc_ga@usda.gov