



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: December 19, 2024
Subject: Grant Request– JFO #3232

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***This request is under an expedited review. Please respond by Tuesday, December 31, 2024.***

JFO #3232: \$565,640.00 to the VT Department of Forests, Parks and Recreation from the Centers for Medicare and Medicaid Services. Northern Border Regional Commission. Funds will be used for phase of the Vermont Forest Futures Strategic Roadmap created in Act 183 of 2022, [10 V.S.A. § 2531](#). [Received 12/19/2024]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. If we do not have a response by **December 30, 2024**, members will be polled.



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: 10/11/2024
Subject: AA-1 Request for Grant Acceptance for ALN Number 90.601

The Department of Forests, Parks and Recreation (FPR) seeks the approval of one (1) Request for Grant Acceptance (AA-1) form for one (1) Federal Grant Award.

Details of the award:

ALN: 90.601

Federal Agency: Northern Boarders Regional Commission (NBRC)

Program Title: Northern Boarder Regional Development

Total Award: \$1,146,732.38 (\$565,640.88 from NBRC, \$581,091.50 in State match)

The award is to fund and implement Phase One of the Vermont Forest Future Strategic Roadmap.

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

Enclosed for above mentioned award:

AA-1 Form and Required Documentation



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

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

Agency of Administration

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		To implement Phase One of the Vermont Forest Future Strategic Roadmap			
Date:		11/14/2024			
Department:		Forests, Parks & Recreation			
Legal Title of Grant:		NBRC23GRF09: Phase One the Vermont Forest Future Strategic Roadmap			
Federal Catalog #:		90.601 Catalyst Grant Program			
Grant/Donor Name and Address:		Northern Border Regional Commission 53 Pleasant Street, Suite 1501, Concord, NH 03301			
Grant Period:	From:	2/1/2023	To:	9/30/2027	
Grant/Donation		\$565,640			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$188,546	\$188,546	\$188,546	\$565,640	
Position Information:		# Positions	Explanation/Comments		
Additional Comments:		\$565,640 FF grant to be matched with \$432,288 in State in-kind and \$148,443 in match from subgrantees.			
Department of Finance & Management		Adam Greshin		(Initial)	
Secretary of Administration		Sarah Clark		(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:		NBRC23GRF09 : Phase One the Vermont Forest Future Strategic Roadmap		
5. Federal Catalog #:		90.601 Catalyst Grant Program		
6. Grant/Donor Name and Address: Northern Border Regional Commission 53 Pleasant Street, Suite 1501, Concord, NH 03301				
7. Grant Period:		From: 2/1/2023	To: 9/30/2027	
8. Purpose of Grant: The Vermont FPR, in partnership with key collaborators, will use funds to support Phase One the Vermont Forest Future Strategic Roadmap.				
9. Impact on existing program if grant is not Accepted: Vermont Forest Future Strategic Roadmap is required by Vermont Statute. This award is ensuring implementation of the Roadmap, in part.				
10. BUDGET INFORMATION				
	SFY 1 FY 25	SFY 2 FY 26	SFY 3 FY 27	Comments
Expenditures:				
Personal Services	\$193,577	\$193,577	\$193,577	
Operating Expenses	\$	\$0	\$0	
Grants	\$188,546	\$188,546	\$188,546	
Total	\$382,123	\$382,123	\$382,123	
Revenues:				
State Funds:	\$193,577	\$193,577	\$193,577	
Cash	\$	\$0	\$0	
In-Kind	\$193,577	\$193,577	\$193,577	103% match
Federal Funds:	\$188,546	\$188,546	\$188,546	
(Direct Costs)	\$188,546	\$188,546	\$188,546	
(Statewide Indirect)	\$0	\$0	\$0	Indirect is being used as match
(Departmental Indirect)	\$0	\$0	\$0	
Other Funds:	\$	\$0	\$0	
Grant (source Sub-grants)	\$	\$0	\$0	
Total	\$382,123	\$382,123	\$382,123	
Appropriation No:	Amount:		\$	
6130020000			\$188,546	
			\$	
			\$	
			\$	
			\$	

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

		\$
	Total	\$188,546
PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:		<input type="checkbox"/> Is presently available. <input type="checkbox"/> 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-IPN (if applicable):	Signature <small>DocuSigned by:</small> <i>Ainsley Bloomer</i>	Date: 11/12/2024
	Title: Director of Finance and Administration	
	<small>76A912E5D065476...</small>	
	<small>DocuSigned by:</small> <i>Danielle Fitzko</i>	Date: 11/12/2024
	<small>5BE1AA84753549F...</small>	
	Commissioner, Department of Forests, Parks and Recreation	
14. SECRETARY OF ADMINISTRATION		
<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>Sarah Clark</i> <small>04AB832CD55C43B</small>	Date: 12/1/2024 5:00 PM
15. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Accepted	(Governor's signature) <i>[Signature]</i>	Date: 12/14/24
<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 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-IPN attached (if applicable)	
<input checked="" type="checkbox"/> Grant Budget		
End Form AA-1		
(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).		

Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry

Name of Applicant Entity: Vermont Department of Forests, Parks and Recreation

Primary Contact Name: Katharine Servidio

Address: 1 National Life Drive, Davis 2 | Montpelier, VT 05620

Phone number: 802-636-7804

E-mail: katharine.servidio@vermont.gov

DUNS #: F1SBHQZMKZ3

EIN#: 3-6000264

Total Project Amount: \$1,146,732.38

FEP Request Amount : \$565,640.88

Project Location(s): Vermont, statewide

Note: Based on the LOI feedback we received from the NBRC, the scope and outline of our proposed full application was slightly modified. There was overlap with other proposed projects seeking NBRC funding for the Do North Forestry Accelerator. We have removed the Vermont Forest Innovation Cooperative content from the proposed application, which included the funding for the Do North Forestry Accelerator. All other LOI objectives and deliverables remain in the proposed final application. With the progress FPR has made on the Vermont Forest Future Strategic Roadmap within the last month and the Roadmap now moving toward implementation, we have taken the opportunity to place the proposed NBRC-funded project in the context of the larger Roadmap. Our proposed grant application now focuses on supporting the first three years of Roadmap implementation, Phase One, which aligns with NBRC goals and priorities. Our original request for NBRC funds in our LOI was \$427,196.88, and we are now requesting \$565,640.88. The reason for the increased budget amount is to support the final identified application collaborators, and provide the funds necessary for them to support the implementation of Phase One of the Roadmap.

Narrative

RATING CRITERIA 1 – ALIGNMENT WITH PURPOSE, GOAL, AND INVESTMENT CRITERIA OF THE FEP

OVERALL PROJECT DESCRIPTION

The Vermont Department of Forests, Parks and Recreation (FPR), in partnership with key collaborators, is seeking funding to implement Phase One of the Vermont Forest Future Strategic Roadmap. The Vermont Forest Future Strategic Roadmap (Roadmap) was established by the Vermont General Assembly in 2021 to develop strategies and a framework to strengthen, modernize, promote, and protect Vermont’s forest products sector and broader forest economy. The Vermont General Assembly charged FPR with developing the Roadmap in collaboration and consultation with an Advisory Panel composed of representatives from forest products enterprises, public agencies, investors, forest landowners, foresters, loggers, truckers, wood products manufacturers, recreation professionals, education, trade organizations, and other partners. In addition to the funded collaborators, this proposed project is supported by the Roadmap Advisory Panel. To date, the work to develop the Roadmap has resulted in a project update report, with the final Roadmap to be submitted to the legislature by January 2024.

The Roadmap provides a strategic framework consisting of five pillars that support the Roadmap’s overall vision (Figure 1). The vision represents the preferred future for Vermont’s forest economy: a strong forest products sector and a prosperous forest economy.

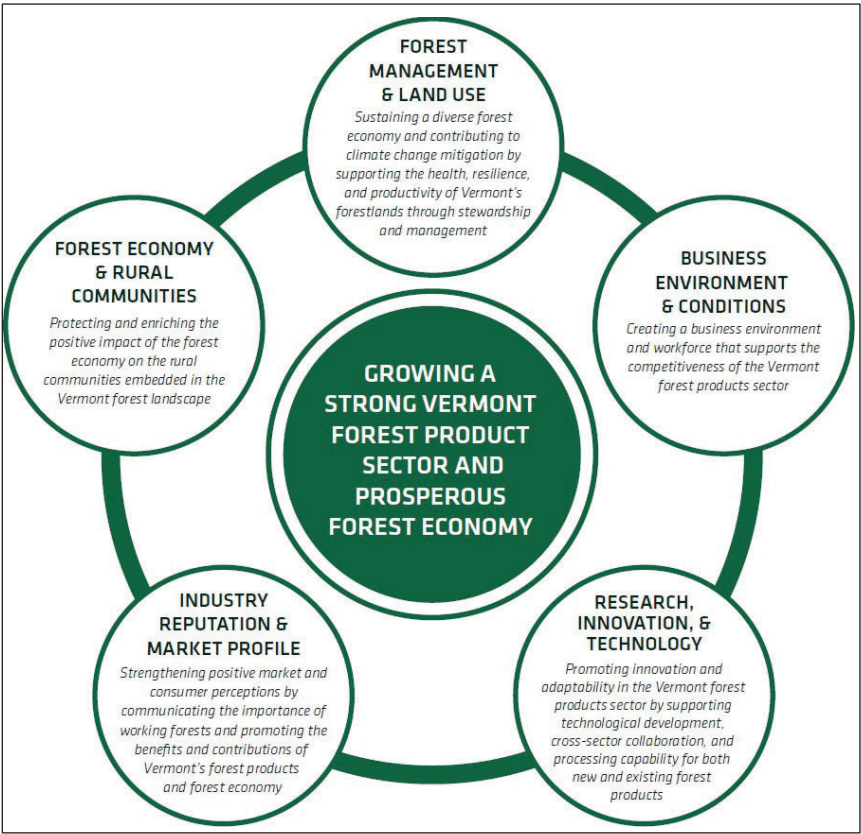


Figure 1. Roadmap strategic framework.

This preferred future was identified with the Advisory Panel and validated through multiple stakeholder and public engagement sessions reaching more than 1,000 people. For each pillar, the Advisory Panel

spent considerable time identifying, refining, and developing objectives and actions needed to achieve this vision. For Phase One, specific ready-to-implement Roadmap actions were identified with collaborative partners. The proposed project for Phase One implementation will focus on actions that fall under Pillars 2, 3, 4, and 5 as these actions align best with the scope of the FEP funding opportunity.

Pillar 2 – Business Environment and Conditions

Creating a business environment and workforce that supports the competitiveness of the Vermont forest products sector.

In Phase One, FPR and partners will take a collaborative, multi-pronged approach to promote forest products entrepreneurship, support forest-based businesses, and develop the next generation of workers.

Pillar 2 actions include:

- 2A. Attracting the next generation of workers by funding a statewide forest industry workforce coordinator.
 - Recruit and hire a part-time School Outreach & Education Coordinator.
 - Promote use of forest products industry applied learning opportunities, skill sharing, and mentoring resources in local schools.
 - o Identify existing resources; increase awareness of existing resources among school faculty and staff; facilitate cross-district knowledge transfer and collaboration with regional and statewide gatherings.
 - Establish and maintain relationships with high school technical programs in natural resources and forestry.
 - o Conduct an intensive outreach campaign to Vermont and interstate high schools with technical forestry and natural resources programs. There are an estimated 17 high schools that have a forestry/natural resources technical program or are affiliated with a career center that has a forestry/natural resources technical program. This will include direct outreach to program staff and faculty, newsletters (email and print mail), and offering student memberships to related professional organizations.
 - Coordinate internships and/or apprenticeships for high school and technical students, as appropriate based on age.
 - o Provide opportunities for hands-on learning and experience in the forest products industry through internships and/or apprenticeships for students and recent graduates of high school forestry/natural resources technical programs. Assigned mentors will help students and recent graduates identify age-appropriate opportunities and connect them with forest products businesses. Vermont forest products industry leaders have volunteered to serve as mentors for this project.
- 2B. Improving the coordination, accessibility, and effectiveness of technical assistance for new forest enterprises by identifying gaps in current offerings and expanding services for business start-ups, business skills development, continuing education, and regulatory compliance.
 - Evaluate technical assistance needs of businesses in collaborating stakeholder and collaborator programs.
 - o Conduct outreach to assess needs and attract clients. This will include attending association meetings; direct outreach to businesses; newsletters (email and print mail),

social media; and collaborative outreach campaigns with industry organizations. We will work with partner organizations (including FPR, Vermont Sustainable Jobs Fund, Vermont Logger Education to Enhance Professionalism (LEAP), Vermont Forest Products Association (VFPA), Northern Forest Center (NFC), and others) to assess business coaching needs and gaps in workshop content, and will work with contracted business advisors to meet those gaps. We will develop workshop content in partnership with qualified specialists – this may include workshops on accessing capital, analyzing profitability and efficiency, marketing, and other topics.

- Deliver Individualized Coaching & Workshops
 - o Individualized coaching: Match 18 clients by the end of year 3 of the grant with appropriate advisors and coaches to meet their needs, and will contract with those advisors to deliver in-depth assistance. Depending on needs, this may range from 20-100 hours of assistance on business plan development, cash-flow management, analyzing new enterprises, creating accurate financial statement, transferring businesses to the next generation, and more. All in-depth clients will conclude the program with a written business plan, transfer plan, or other comprehensive planning document that includes up to date financial statements.
 - o Workshops: Based on the needs assessment conducted in activity 1, contract with qualified specialists to deliver workshop content, and/or partner with existing certification program and continuing education programs where businesses regularly go for education, such as LEAP. We expect to hold approximate 6 workshops or other cohort-based educational programs, reaching at least 50 businesses by the end of year 3
- Monitoring & Evaluation of Technical Service Support
 - o Monitor progress on business coaching engagement, and make sure that all clients' needs are being met over the three years grant duration. We will use a streamlined evaluation for workshop attendees to collect feedback and outcomes and will use a more extensive evaluation to measure impact from individualized coaching. We have extensive experience collecting data on program outcomes, including changes in skills, jobs, income, and capital accessed. We expect that 95% of participants will improve business management skills as a result of participation.

Pillar 3 – Research, Innovation, and Technology

Promoting innovation and adaptability in the Vermont forest products sector by supporting technological development, cross-sector collaboration, and processing capability for both new and existing forest products.

In Phase One, FPR and partners will focus efforts on creating and retaining jobs, expanding markets for forest products, and promoting economic development. Pillar 3 actions include:

- 3A. Convening a working group to identify opportunities to facilitate cross-sector knowledge sharing and examine emerging trends in regional and global value chains and markets that affect demand for local processing and products.
 - Identify opportunities to facilitate cross-sector knowledge.

- Conduct outreach among existing and new stakeholders and partners working in forest products innovation to build additional connections and relationships with aligned business sectors.
- Leverage existing communications channels to inform and share with Roadmap stakeholders, as well as additional state and regional partners, the evolving strategies and actions included in the Roadmap.
- Study emerging trends in regional and global value chains.
 - Organize, design and facilitate quarterly convenings of stakeholders, across the forest industry supply chain, engaged in the Roadmap's Research, Innovation and Technology Pillar to identify and communicate about existing or emerging trends and markets.
- Identify markets that affect demand for local processing and products.
 - Facilitate one learning journey for a set of stakeholders to see an innovative technology or product (e.g., University of Maine at Orono's Forest Bioproducts Research Institute), and get exposed to emerging businesses, research or commercialization opportunities.

Pillar 4 – Industry Reputation and Market Profile

Strengthening positive market and consumer perceptions by communicating the importance of working forests and promoting the benefits and contributions of Vermont's forest products and forest economy.

In Phase One, FPR and partners will coordinate efforts to research, promote, and support wood energy throughout the state and region, advance Vermont's and the region's goals to reduce greenhouse gas emissions through renewable energy, and support sustainable forest management with viable markets for lower economic value wood. Pillar 4 actions include:

- 4A. Re-establishing the Statewide Wood Energy Team (SWET) to expand Vermont's market leadership and provide science-based wood energy information for the region.
 - Convene SWET and meet four times per year.
 - Convene Vermont and regional stakeholders engaged in wood energy and bring them together for an hour quarterly meeting each year. The goal will be to present on a current issue/topic, share current work and identify collaborative projects.
 - Provide outreach and educational information to organizational stakeholders.
 - SWET and other colleagues will update the 2016 Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and the Advanced Wood Heating in Vermont Roadmap created by the Biomass Energy Resource Center (BERC) in 2018.
 - Create a messaging video using the updated science-based documents.
 - Develop and conduct a statewide Residential Fuel Assessment Survey.
 - Contract with a qualified organization to conduct the Vermont statewide Residential Fuel Assessment Survey. The last fuel assessment survey was in 2018-2019 heating season.

Pillar 5 – Forest Economy and Rural Communities

Protecting and enriching the positive impact of the forest economy on the rural communities embedded in the Vermont forest landscape.

In Phase One, FPR and partners will pilot a proactive outreach and education model to build support and awareness for a strong forest economy by engaging members of the outdoor recreation community and the general public in forest management, the regional and local use of forest products, and the role of working lands in Vermont. Pillar 5 actions include:

- 5A. Developing demonstration sites and conducting outreach to educate diverse audiences about sustainable forest management and the forest products industry.
 - Identify demonstration sites.
 - o Select at least five woodlots or managed forest parcels that are publicly accessible, are actively engaged in forest management, that exemplify sound forest management practices, and that are suitable for public or community engagement events. Sites will be selected in consultation with key collaborators and forest economy stakeholders. At least one site will focus on recreational users.
 - Organize and host public/community events.
 - o Organize and host at least one event at each demonstration site during the grant period. With five demonstration sites, we anticipate 1-2 events per year. Events will target diverse audiences and use multiple delivery formats, including in-person and virtual tours. Events will include presentations by specialists and experts on a variety of topics, including: landowner goals for forest management; the roles of land managers, foresters, loggers, and log truckers in forest management; the impact of working forests on the forest economy; forest product value chain linkages to forest management; and forest products users.
 - o Participants will be surveyed to determine the impact of engagement with the demonstration site on their views, understanding, and expectations of forest management and the forest economy.
 - Develop supporting outreach and educational materials.
 - o Design and produce temporary and/or moveable informational and educational signage for use at demonstration site events and demonstration site event marketing materials, including email campaigns, newsletters (email and print mail), and social media posts.
 - o In collaboration with the School Outreach and Education Coordinator and key stakeholders, develop and promote a lesson plan for grades 3-5 to integrate demonstration projects into the curriculum, including alignment with the Next Generation Science Standards.
 - o Develop adaptable guidelines for forest economy demonstration sites and create case studies documenting the process of establishing forest economy demonstration sites, including the different approaches to outreach and engagement and templates for outreach, education, and marketing materials.

Phase One of the Roadmap is critical to ensure a sustainable plan for implementation over the next three years, and to enable the plan to gain traction and support from key industry stakeholders. The Roadmap planning process was led by FPR and a consulting team, Future iQ, whose contract will end in January

2024, after which FPR will lead implementation of the ten-year Roadmap and oversee Phase One (Collaborative Implementation). However effective implementation of the Roadmap will require continued engagement, networking and collaboration among the stakeholders involved in the planning process.

CHALLENGE THE PROJECT SEEKS TO ADDRESS

Vermont's forest economy is an important source of income, employment, and environmental benefits for the state and its residents. Vermont's forest products sector, as part of the forest economy, generates \$1.4 billion dollars in direct economic contributions and 10,555 jobs statewide each year. Vermont's forest products sector faces many challenges today, including the loss of local markets, supply chain disruptions, workforce shortages, inadequate infrastructure, aging technology, and the impacts of severe weather events associated with climate change. These ongoing challenges threaten the long-term viability and success of Vermont's forest products sector. Since the early 1990s, Vermont has experienced a steady decline in the number of sawmills (-78%), forest product utilization (-69%), and the harvest of Vermont forest products (-21%). Recognizing the ongoing challenges facing the forest products sector, the Vermont General Assembly established the Vermont Forest Future Strategic Roadmap to strengthen, modernize, protect, and promote Vermont's forest products sector. After extensive stakeholder engagement, the Vermont Forest Future Strategic Roadmap project update report presents a preferred future and vision of "Growing a Strong Vermont Forest Products Sector and Prosperous Forest Economy." The proposed project will support the regions forest products sector with a framework focused on supporting forest product businesses, the importance of the forest products industry on the region, workforce and education development, and outreach and messaging.

ALIGNMENT WITH INVESTMENT GOALS, STATED PURPOSE, AND GOALS OF FEP

Project activities associated with Pillar 2(a), Pillar 4, and Pillar 5 actions directly align with the NBRC Forest Economy Program's investment priorities 1, 3, 4, and 5, and are well positioned to meet the program's goal of supporting the forest-based economy throughout the region. This work will leverage existing regional partnerships and plans by building on the Vermont Forest Future Strategic Roadmap project update report, the 2017 Vermont Forest Action Plan, the 2022 Vermont Comprehensive Energy Plan, and the 2020 Northeast Wood Markets Retention and New Market Recruitment Initiative reports.

Project activities associated with Pillar 2(b) and Pillar 3 actions directly align with the NBRC Forest Economy Program's investment priorities 1, 2, 3, 4, and 5, and are well positioned to meet the program's goal of supporting the forest-based economy throughout the region. This work will leverage existing regional partnerships and plans by building on the Vermont Forest Future Strategic Roadmap project update report, the 2017 Vermont Forest Action Plan, the Vermont 2020 Comprehensive Economic Development Strategy, and the 2020 Northeast Wood Markets Retention and New Market Recruitment Initiative reports.

COLLABORATING PARTNERS AND THEIR ROLES

Pillar 2 – Business Environment and Conditions

Vermont Housing & Conservation Board (VHCB) Farm & Forest Viability Program was formed

by the Vermont General Assembly at the Vermont Housing & Conservation Board in 2003 to support working lands businesses to improve their economic viability. VHCB will expand our program for individualized business coaching and business development workshops to Vermont's forest products sector, in alignment with the goals of Vermont's Forest Future Strategic Roadmap. This project will allow VHCB's Farm & Forest Viability Program, a nationally recognized model for delivering business assistance, to engage a minimum of 68 forest sector businesses. VHCB consistently helps businesses who participate increase their sales, profitability, financial management skills, and other quality of life improvements. Some statistics from participants completing the program in 2022/23 include:

- 100% of clients report improving their skill level in understanding their financials
- 100% of clients report improving their skill level in finding resources or specialists to assist business development
- 98% of clients report improving their skill level in short- & long-term financial planning
- 98% of clients report improving their skill level in overall business planning
- 92% of clients report improving their skill level in accounting and bookkeeping
- 92% of clients report improving their skill level in production & operations management
- 65% of clients increased their net income
- Over \$5.1 million in grants and loans accessed by clients
- 41% of businesses enrolled increased their numbers of full-time employees

VHCB plans to use NBRC funds to provide 18 forest products businesses with individualized business development support, and deliver at least 6 workshops or cohort learning programs reaching an additional 50 or more businesses. Ninety-five percent (95%) of participants will improve business management skills through participation in the program.

Vermont Forest Products Association (VFPA) is a trade association representing all aspects of the forest products industry and member companies throughout Vermont and the surrounding region. VFPA will recruit and hire a part-time School Outreach & Education Coordinator, lead engagement efforts with local schools and career centers, and coordinate internships/apprenticeships with local forest products enterprises.

Pillar 3 – Research, Innovation, and Technology

Vermont Sustainable Jobs Fund (VSJF), through its Forest Products Development Program, has built a network of forest economy businesses and service providers and convenes stakeholders annually through events like the Vermont Forest Industry Summit. VSJF has served on the Project Team leading development of the Vermont Forest Future Strategic Roadmap and will play a key role helping FPR develop an implementation strategy for the 10-year Roadmap. VSJF also is a key collaborator on a new regional initiative, the Coalition of Northern Forest Innovation Research (CONFIR) that aims to develop a regional forest products innovation hub that attracts new businesses in the sector to locate and grow in Northern New England, as well as other local or regional efforts to develop new markets for forest and wood products. VSJF aims to create and retain jobs, expand local forest product markets, and boost economic development.

Pillar 4 – Industry Reputation and Market Profile

The Northern Forest Center (NFC) supports Maine, New Hampshire, Maine, Vermont and New York with leadership, investment, and project management for the forest products industry. NFC leads the

Feel Good Heat campaign, working to build consumer awareness and demand for modern wood heat as an alternative to fuel oil and propane; a strategy that saves money, reduces climate impacts, and provides an important market for wood residuals. NFC will support the proposed project with a science-based collaborative messaging video about wood heat and forest management. NFC will participate in the Vermont SWET and act as an advisor in updating the Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and updating the Wood Energy Roadmap documents (last updated in 2016). These documents in return will support the video messaging development to be shared with the NBRC region.

Vermont Energy Investment Corporation (VEIC) was founded in 1986 to reduce the economic and environmental costs of energy use. Since 1999, VEIC has administered the nation's first statewide, regulated "energy efficiency utility," Efficiency Vermont. VEIC will support the proposed project with scientific information needed to update the Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and the Wood Energy Roadmap documents.

Pillar 5 – Forest Economy and Rural Communities

Vermont Woodlands Association (VWA) provides education, training, and management assistance to private forest landowners and a platform to coordinate networking and information sharing opportunities. VWA will participate in the selection of forest economy demonstration sites, lead the organization and hosting of public and/or community engagement events, coordinate expert speakers with other project partners, and assist in the development of outreach and educational materials related to the forest economy demonstration sites.

Kingdom Trails Association (KTA) manages an extensive non-motorized, multi-use recreation trail network in the Northeast Kingdom of Vermont and will participate in the selection of at least one forest economy demonstration site in a high-use recreation location, engage in outreach and education efforts related to the forest economy and outdoor recreation, and support the development of outreach and education materials related to the forest economy demonstration sites.

RATING CRITERIA 2: BUDGET AND WORK PLAN

See Budget Narrative and Form 424cbw in Appendix A.

WORK PLAN

The proposed work plan (Table 1) represents the implementation of Phase One of the Vermont Forest Future Strategic Roadmap. These actions were identified in the Roadmap planning process as ready for implementation with strategic collaborators in place. This work plan will be the first step in implementing the Roadmap and will be key to developing an engaged, active, and collaborative framework for moving all Roadmap actions forward in the future.

Docusign Envelope ID: 3588CA62-7A63-4142-BE37-45FD374E4E1F

Pillar 2 - Business Environment and Conditions															
Proposed Activity		Budget NBRC Funds	Responsible Entity	Grant Year 1				Grant Year 2				Grant Year 3			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2A. Attract the next generation of workers by funding a statewide forest industry workforce coordinator.	Recruit and hire a part-time School Outreach & Education Coordinator.	\$120,000	VFPA												
	Promote use of forest products industry applied learning opportunities, skill sharing, and mentoring resources in local schools.														
	Establish and maintain relationships with high school technical programs in natural resources and forestry.														
	Coordinate internships and/or apprenticeships for high school and technical students, as appropriate based on age.														
2B. Improve the coordination, accessibility, and efficacy of technical assistance for new forest enterprises by identifying gaps in current offerings and expanding services for start-ups, business skills development, continuing education, and regulatory compliance.	Evaluate technical assistance needs of businesses in collaborating stakeholder and collaborator programs.	\$15,996.50	VHCB												
	Deliver individualized coaching and workshops.	\$63,012													
	Monitoring and evaluation of technical service support.	\$15,996.50													
Pillar 2 Budget Sub-Total		\$215,005													

Pillar 3 – Research, Innovation, and Technology															
Proposed Activity		Budget	Responsible Entity	Grant Year 1				Grant Year 2				Grant Year 3			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3A. Convene a working group to identify opportunities to facilitate cross-sector knowledge sharing, study emerging trends in regional and global value chains and markets that affect demand for local processing and products.	Identify opportunities to facilitate cross-sector knowledge.	\$45,750	VSJF												
	Study emerging trends in regional and global value chains.														
	Identify markets that affect demand for local processing products.	\$4,250													
Pillar 3 Budget Sub-Total		\$50,000													

Pillar 4 – Industry Reputation and Market Profile															
Proposed Activity		Budget	Responsible Entity	Grant Year 1				Grant Year 2				Grant Year 3			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4A. Fund the re-establishment of the Statewide Wood Energy Team (SWET) to expand Vermont’s market leadership and provide science-based wood energy information for the region.	Convene SWET and meet four times per year.	\$18,000	FPR												
	Provide outreach and educational information to organizational stakeholders.	\$80,000	VEIC/NFC												
	Develop and conduct a statewide Residential Fuel Assessment Survey.	\$21,000	FPR												
Pillar 4 Budget Sub-Total		\$119,000													

Pillar 5 – Forest Economy and Rural Communities															
Proposed Activity		Budget	Responsible Entity	Grant Year 1				Grant Year 2				Grant Year 3			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
5A. Establish statewide partnerships for developing demonstration sites and conducting outreach to educate a diverse audience about sustainable forest management and the forest products industry.	Identify demonstration sites (anticipated total of 5 sites; 1-2/year).	\$168,444.00	FPR												
	Organize and host public/community events (1-2/year).		VWA/KTA												
	Develop supporting outreach and educational materials.		FPR/VWA												
Pillar 5 Budget Sub-Total		\$168,444.00													

Table 1. Intended Action and Work Plan for Delivery. FPR personnel cost were not included as this cost will be used to manage the delivery and management of all activities.

ANTICIPATED OBSTACLES

Pillar 2 – Business Environment and Conditions

2A. Attracting the next generation of workers by funding a statewide forest industry workforce coordinator.

While Vermont is a small state, our rural school infrastructure presents challenges to initiating a comprehensive outreach program in a widely dispersed community. Additionally, the natural resources and forestry technical programs at Vermont high schools are experiencing high staff turnover. To mitigate these challenges, the School Outreach and Education Coordinator job description will clearly state the travel requirements for the position and the activity budget will include a substantial transportation stipend to support an intensive outreach schedule with frequent contact points.

2B. Improving the coordination, accessibility, and effectiveness of technical assistance for new forest enterprises by identifying gaps in current offerings and expanding services for business start-ups, business skills development, continuing education, and regulatory compliance.

Businesses can be hard to reach, industry associations can be stretched for capacity to engage; new methods of outreach and types of services may need to be developed to meet needs. During the pandemic most workshops stopped, and it may be difficult to re-build significant momentum; businesses are often stretched for capacity to engage and struggle with profitability; advisors will need to support businesses with many pivots/innovations to meet changing market conditions. During monitoring of clients, we may find that they have additional needs that the program is not currently set up to accommodate. We will need to either make quality referrals or identify new contractors to meet those needs.

Pillar 3 – Research, Innovation, and Technology

3A. Convening a working group to identify opportunities to facilitate cross-sector knowledge sharing and examine emerging trends in regional and global value chains and markets that affect demand for local processing and products.

The only obstacle we anticipate at this time is the availability of stakeholders to fully participate in working group meetings or a learning journey. We're confident we can find ways to make participation easy and worthwhile for stakeholders.

Pillar 4 – Industry Reputation and Market Profile

4A. Re-establishing the Statewide Wood Energy Team (SWET) to expand Vermont's market leadership and provide science-based wood energy information for the region.

Participation in the SWET quarterly meetings. In anticipation of this, FPR, The Department of Public Service and VEIC have discussed the SWET member participants and have a comprehensive list. We will be reaching out to the identified participants via the person with the strongest current working relationship. We have drafted an overall objective and focus for this team to encourage participation. We have an alternative participant list for those who feel they cannot attend.

Pillar 5 – Forest Economy and Rural Communities

5A. Developing demonstration sites and conducting outreach to educate diverse audiences about sustainable forest management and the forest products industry.

Forest economy demonstration sites are an opportunity to expose forest users and the general public to exemplary forest management and the forest products value chain where and when it occurs on the landscape; however, extreme weather can prevent demonstration sites from showing active forest management. In Vermont, many forest management and harvesting activities were delayed due to the catastrophic rainfall and flooding that occurred during the summer months this year. If forest management activities are delayed during the grant period, the forest economy demonstration sites will focus on highlighting forest management in various pre- and post-harvest conditions to expose forest users and the general public to the advance preparation and realized outcomes of forest management. While this adaptation would not expose forest users and the general public to active forest management or harvest, it provides a unique opportunity to increase the understanding of the challenges that a changing climate poses to land managers and the forest economy.

RATING CRITERIA 3: COLLABORATION AND CAPACITY

The proposed project has the support and collaborative capacity of the Roadmap Advisory Panel, numerous stakeholders and agencies involved in the planning process, and the Vermont General Assembly. The Vermont Forest Future Strategic Roadmap was established by the Vermont General Assembly in 2021 with an appropriation to support FPR in hiring a consultant and conducting the strategic planning process to create the Roadmap. The 2024 budget, as currently proposed, includes an additional appropriation for Roadmap implementation.

FPR is equipped to implement and lead the proposed project. FPR has successfully led the Roadmap process for the past two years. The proposed project will be a continuation of this work. The FPR Forest Economy Program has been heavily involved in managing the Roadmap strategic planning process, working directly with the Commissioner and Director of Forests. This project will be managed and implemented by the Forest Economy Program in collaboration with the FPR Business Office, which will assist with grant administration. FPR positions that will support the proposed project implementation and grant management include, but are not limited to:

- Commissioner, Danielle Fitzko
- Director of Forests, Oliver Pierson
- Forest Economy Program Manager, vacant
- Forest Economy Specialist, Katharine Servidio
- Wood Energy and Forest Products Specialist, Molly Willard
- Grant Programs Manager, Mo Reilly
- Grant Programs Administrator, Lora Marchand

The Roadmap has been an extensive collaborative process outside of FPR. To date, the process has focused on exploring stakeholder perceptions, building future scenarios, and developing a strategic framework. This work has involved extensive stakeholder engagement. To date, nearly 1,000 people

have participated in surveys and workshops, demonstrating FPR's desire to engage staff and the public in the process, which has included:

- Over 850 survey responses providing feedback on the Roadmap strategies;
- Over 50 people participated in a two-part workshop to help refine the goals and strategies;
- Nearly 20 virtual and in-person workshops and project update sessions to provide general feedback on the Roadmap as it developed;
- Five industry roundtables across the state to provide feedback on the Roadmap development;
- A Strategic Pillar workshop with approximately 70 stakeholders to provide feedback;
- An online Project Portal with weekly updates;
- 10 newsletters accessible to all community members; and
- Monthly Advisory Panel meetings, including quarterly in-person meetings.

The strategic planning process and public outreach conducted throughout the development of the Roadmap is a testament to FPR's ability and commitment to implementing the proposed project and maintaining established working partnerships to build a strong forest products support network. FPR recognizes that the collaborative nature of the Roadmap will increase state and regional impact by leveraging relationships and resources to implement the proposed activities for this project and beyond. This work will leverage existing regional partnerships and plans by building on the Vermont Forest Future Strategic Roadmap Project Update Report, the 2017 Vermont Forest Action Plan, the Vermont 2020 Comprehensive Economic Development Strategy, and the 2020 Northeast Wood Markets Retention and New Market Recruitment Initiative reports. FPR offers numerous and diverse grant programs. Past federal grants management by the FPR Forest Economy Program include USFS Landscape Scale Restoration (multiple), USFS Wood Innovations (multiple), and USDA Rural Energy Development Assistance grants.

RATING CRITERIA 4: CLARITY OF OUTCOMES

To implement and track the identified intended outcomes and measures project success, we use a vision, objective, strategy, and action approach. Each objective (identified as a pillar in the Roadmap) is supported by strategies that have measurable action items. For this proposed project, success will be measured by the implementation of the identified action items identified in Table 2 for each pillar.

Pillar 2 - Business Environment and Conditions

Creating a business environment and workforce that supports the competitiveness of the Vermont forest products sector.

Roadmap Identified Action	Strategies/Intended Outcomes	NBRC Grant Action/Deliverables
2A. Attract the next generation of workers by funding a statewide forest industry workforce coordinator.	<ul style="list-style-type: none"> • Improve communication between the forest products sector and local schools/career centers. • Increase awareness of available educational and mentoring resources. • Increase interest in forest economy career opportunities. 	Recruit and hire a part-time School Outreach & Education Coordinator.
		Promote use of forest products industry applied learning opportunities, skill sharing, and mentoring resources in local schools.
		Establish and maintain relationships with high school technical programs in natural resources and forestry.
		Coordinate internships and/or apprenticeships for high school and technical students, as appropriate based on age.
2B. Improve the coordination, accessibility, and efficacy of technical assistance for new forest enterprises by identifying gaps in current offerings and expanding services for start-ups, business skills development, continuing education, and regulatory compliance.	<ul style="list-style-type: none"> • Provide technical service assistance for innovative forest-based businesses in Vermont 	Evaluate technical assistance needs of businesses in collaborating stakeholder and collaborator programs.
		Match 18 clients with appropriate advisors and coaches to meet their needs
		Contract with qualified specialists to deliver workshop content, and/or partner with existing certification program and continuing education programs where businesses regularly go for education, such as LEAP. We expect to hold approximately 6 workshops or other cohort-based educational programs, reaching at least 50 businesses.

Pillar 3 – Research, Innovation, and Technology

Promoting innovation and adaptability in the Vermont forest products sector by supporting technological development, cross-sector collaboration, and processing capability for both new and existing forest products.

Roadmap Identified Action	Strategies/Intended Outcomes	NBRC Grant Action/Deliverables
3A. Convene a working group to identify opportunities to facilitate cross-sector knowledge sharing, study emerging trends in regional and global value chains and markets that affect demand for local processing and products.	<ul style="list-style-type: none"> • Explore [Pursue] new development opportunities and innovative uses of Vermont forest products • Accelerate the adoption of technical innovation • Examine multi-use future forest economy 	Organize, design and facilitate quarterly convenings of stakeholders, across the forest industry supply chain, focused on Research, Innovation of emerging trends and markets for the forest products industry.
		Conduct outreach among existing and new stakeholders and partners working in forest products innovation to build additional connections and relationships with aligned business sectors.
		Leverage VSJF's and FPR's communications channels to inform and share with Roadmap stakeholders, as well as additional state and regional partners, the evolving strategies and actions included in the Roadmap.
		Facilitate one learning journey for a set of stakeholders to see an innovative technology or product (e.g., University of Maine at Orono's Forest Bioproducts Research Institute), and get exposed to emerging businesses, research or commercialization opportunities.

Pillar 4 – Industry Reputation and Market Profile

Strengthening positive market and consumer perceptions by communicating the importance of working forests and promoting the benefits and contributions of Vermont's forest products and forest economy.

Roadmap Identified Action	Strategies/Intended Outcomes	NBRC Grant Action/Deliverables
4A. Fund the re-establishment of the Statewide Wood Energy Team (SWET) to expand Vermont's market leadership and provide science-based wood energy information for the region.	<ul style="list-style-type: none"> • Facilitate collaboration around wood energy throughout the state and region. • Advance Vermont's and the region's goals reduce greenhouse gas emissions through renewable energy. • Support viable lower economic value wood markets 	Convene SWET and meet 4 times/year.
		Provide outreach and educational information to organizational stakeholders by updating the 2016 Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and the Advanced Wood Heating in Vermont Roadmap documents.
		Create a messaging video using the updated science-based documents from VEIC.
		Develop and conduct a statewide Residential Fuel Assessment Survey

Table 2. Intended outcome(s) and metrics for project components.

Pillar 5 – Forest Economy and Rural Communities		
Protecting and enriching the positive impact of the forest economy on the rural communities embedded in the Vermont forest landscape.		
Roadmap Identified Action	Strategies/Intended Outcomes	NBRC Grant Action/Deliverables
5A. Establish statewide partnerships for developing demonstration sites and conducting outreach to educate a diverse audience about sustainable forest management and the forest products industry.	<ul style="list-style-type: none">Engage members of the outdoor recreation community and the public in the role of working forest lands in Vermont.Build support for forest management and the regional and local use of forest products.	Identify demonstration sites (anticipated total of 5 sites; 1-2/year)
		Develop demonstration site outreach materials, including informational signage.
		Organize and host public/community events (1-2/year) targeting various audiences and using multiple delivery formats, including in-person and virtual tours.
		Develop Grades 3-5 lesson plan to integrate demonstration projects into curriculum, including alignment with Next Generation Science Standards.
		Produce case studies for each demonstration site that document the outreach and engagement approach used, experienced outcomes, and adaptable guidelines for establishing forest economy demonstration sites.

Table 2 cont. Intended outcome(s) and metrics for project components.

RATING CRITERIA 5: SUSTAINABLE INNOVATION

The Roadmap process has been strategic with strong partnerships and research. The strategic Roadmap project has resulted in key actions to build a robust forest products sector and prosperous forest economy. Lessons learned from previous work have been incorporated to create a focused and achievable Roadmap. The volume of previous work highlights the importance of the forest economy and the significant contributions it makes to Vermont, both in terms of economic impact and recreational, cultural, and environmental benefits.

The goal of the Roadmap is to assess the current state of Vermont’s forest economy and identify opportunities to strengthen, modernize, promote, and protect the forest products sector for the future. As part of the Roadmap development, parties representing all users of Vermont forests have participated in a robust public engagement process. The Roadmap is designed to protect the long-term viability of forest-based businesses through actionable strategies that:

- Increase sustainable economic development and jobs in the Vermont forest economy,
- Promote ways to expand the workforce and strengthen forest product enterprises,
- Promote the importance of healthy, resilient, and sustainably managed working forests, and
- Strengthen, modernize, promote, and protect Vermont’s forest products sector.

The Roadmap also builds on previous research and studies to increase the sustainability of the plan. Throughout the process, previous research was reviewed and incorporated to understand what has changed and where there have been successes. An in-depth analysis of previous work was conducted to explore recommendations and their continued relevance to the development of the Roadmap. In addition to this industry-specific literature review, the Roadmap project examined macro trends related to changing societal values, mass urbanization and its impact, and industrial innovation. These trends helped inform the strategic framework and actions. A selected subset of these actions will be implemented with the proposed project to support the regional industry with innovative ideas to improve existing markets.

RATING CRITERIA 6: COST SHARE AND MATCH

For the proposed project FPR and collaborating partners have a 1:1 match. We have \$279,787.50 in secured match both in-kind and cash from FPR and collaborators. We have an additional \$300,000.00 expected to be appropriated by the legislature for the 2024 budget to implement the Roadmap. The proposed project has more than the match required for NBRC.

Total Grant Funds Requested: \$565,640.88

Total Match: \$580,731.50 -representing more than 50% of total project cost.

Total Project Cost: \$1,146,372.38

Appendix A- All Required Supporting Documents

The National Environmental Policy Act (NEPA) requires that federal agencies consider the potential environmental impacts of their actions before implementation or spending funds on the proposed action. You must complete this initial NEPA Intake Form as part of your NBRC application to provide NBRC Staff with project information relevant to the NEPA process. Please provide attachments to support the information provided on this form, as needed.

Note: Completion of this form does not satisfy NEPA, but it does help NBRC to determine what NEPA analysis will be required. If your project is funded, the NEPA process must be complete before NBRC will issue a Notice to Proceed.

Entity applying for funding: Vermont Dept. of Forests, Parks and Recreation		
Point of contact (POC): Katharine Servidio		Date:
Project / NEPA Status Overview		
Has this project been awarded other state/federal funding? (See two rows below if anticipated) <i>If yes, please list the other federal funders here and provide agency POC contact information (include attachment if the space provided below is not sufficient):</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Agency #1: Funding Program: POC Name: POC Email:	Agency #2: Funding Program: POC Name: POC Email:	
Agency #3: Funding Program: POC Name: POC Email:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does this project anticipate receiving other federal/state funding (but has not received confirmation yet)? <i>If yes, please list the other state/federal funders, the funding program (if known), and the anticipated date for notification of funding decision:</i> Yes, we anticipate 300,000 from Vermont State appropriations for the 2024 budget year.		
Is a NEPA process currently underway or complete for this project as required by <u>other federal funding</u> ? <i>If yes, please fill in the following information:</i> Federal Agency: POC at Agency: POC Email Address: Status of NEPA (e.g., in progress, complete):		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Are there any other environmental review processes, consultations, or permits underway? <i>If yes, please fill in the following information:</i> Agency: POC at Agency: POC Email Address: Status (e.g., in progress, complete):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any other ongoing or planned projects in the proposed project area? <i>If yes, please provide a description of these projects:</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this project dependent on the completion of another project and/or are there any other projects that cannot move forward without the completion of this project? <i>If yes, please provide a brief description of these other projects (include attachment if the space provided below is not sufficient):</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has any public outreach or engagement work been done for this project? <i>If yes, please provide a brief description of this work:</i> The development of the Vermont Future Forest Strategic Roadmap involved public engagement.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there any known or anticipated public controversy that would result from the implementation of the project activities (i.e., a public dispute over the proposed land use)? <i>If yes, please provide more information:</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated timeline for starting project implementation? Please note, NBRC does not allow projects to begin before October 1 of the award year or before a Notice to Proceed, which will not be issued until NEPA obligations have been satisfied. The anticipated start date indicated here should be after the project anticipates receiving a Notice to Proceed. April 2024- April 2027	

Project Description
Location of the proposed action (address and/or GPS coordinates): Vermont: Statewide
<p>The project description provided here should be different from the description provided previously in the NBRC Grant Application. For the purposes of NEPA, the project description should focus on what will physically be taking place in order to carry out the proposed project. If applicable and available, please provide site photos as an attachment to this form. Please include all components of the project, including those that are <i>not</i> funded by NBRC.</p> <p><i>For example, if your project involves the renovation of an existing facility to repurpose the space to be used as a business incubator space, you should provide details of what renovation activities will be taking place (ex. demolition of walls to update the existing layout, installing new equipment, electrical upgrades, and any exterior/landscaping that may be part of the scope of work, including if any vegetation will be removed), the amount of square footage that will be renovated, and the anticipated timeframe of construction. If your project does not involve construction, you should detail specifically what the NBRC funds would be paying for and what will take place as a result. For example, if your project is providing technical assistance to small dairy farmers to support the transition to organic products, you would note that NBRC funds would pay for consultants and that technical assistance would consist of performing site visits to dairy farms, developing recommendation reports for farmers, and performing associated administrative tasks.</i></p>
<p>The proposed project does not require any renovations or building projects. The NBRC will be paying for FPR and partnering organization to provide outreach, survey development, workshops and trainings, technical assistance, and messaging to support the forest products industry. The funds will pay for consultants and personnel to help create and deliver some of the outcomes. Funds will be used to purchase supplies for outreach and messaging documents.</p>

Additional Project Questions:

Questions	Answer	Explanation
Will any digging or excavation occur during the project? [If so, please describe the nature of this activity and the estimated depth]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure	
Does the project involve work to existing structure(s)? [If so, <u>please provide the age of the structure</u>]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Have there been any known flooding events in or near the project location? [If so, please describe]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure	
Will any trees be removed during the project? [If so, please provide the number (or acreage) of trees to be removed]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure	
Are there any <i>schools, residences, libraries, hospitals, or other care facilities near the project site?</i> [If so, please describe and approximate the distance to the project site]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure	
Please describe the type of construction equipment that will be used during the project.		
Please provide the anticipated months for construction (e.g., May–Oct).		
If the project involves the acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements, <u>please provide the estimated change in size or capacity of the facility</u> (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets, restoring a building).		

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Vermont Department of Forests, Parks and Recreation

* b. Employer/Taxpayer Identification Number (EIN/TIN):

03-6000624

* c. UEI:

F1SBHQZMKZ3

d. Address:

* Street1:

1 National Life Dr.

Street2:

Davis 2

* City:

Montpelier

County/Parish:

* State:

VT: Vermont

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

05620-3801

e. Organizational Unit:

Department Name:

Forests, Parks and Recreation

Division Name:

Forests

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Katharine

Middle Name:

* Last Name:

Servidio

Suffix:

Title: Forest Economy Specialist

Organizational Affiliation:

* Telephone Number: 802-636-7804

Fax Number:

* Email: katharine.servidio@vermont.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Northern Border Regional Commission

11. Catalog of Federal Domestic Assistance Number:

90.601

CFDA Title:

Forest Economy Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

Vermont Forest Future Strategic Roadmap Implementation

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant VT-all

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 04/01/2024

* b. End Date: 04/01/2027

18. Estimated Funding (\$):

* a. Federal	565,640.88
* b. Applicant	580,731.50
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	1,146,372.38

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Oliver

Middle Name:

* Last Name: Pierson

Suffix:

* Title: Director of Forests

* Telephone Number: 802-5505-3563 Fax Number:

* Email: oliver.pierson@vermont.gov

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Vermont Forest Future Strategic Roadmap Implementation	90.601	\$	\$	565,640.88	580,731.50	1,146,372.38
2.						
3.						
4.						
5. Totals		\$	\$	565,640.88	580,731.50	1,146,372.38

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Vermont Forest Future Strategic Roadmap Implementation				
a. Personnel	\$ 94,507.20	\$	\$	\$	\$ 94,507.20
b. Fringe Benefits	28,352.16				28,352.16
c. Travel	18,000.00				18,000.00
d. Equipment	0.00				0.00
e. Supplies	115,000.00				115,000.00
f. Contractual	867,888.00				867,888.00
g. Construction	0.00				0.00
h. Other	0.00				0.00
i. Total Direct Charges (sum of 6a-6h)	1,123,747.36				\$ 1,123,747.36
j. Indirect Charges	22,625.02				\$ 22,625.02
k. TOTALS (sum of 6i and 6j)	\$ 1,146,372.38	\$	\$	\$	\$ 1,146,372.38
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8.	Vermont Forest Future Strategic Roadmap Implementation	\$ <input type="text"/>	\$ <input type="text" value="432,287.50"/>	\$ <input type="text" value="148,444.00"/>	\$ <input type="text" value="580,731.50"/>	
9.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text" value="432,287.50"/>	\$ <input type="text" value="148,444.00"/>	\$ <input type="text" value="580,731.50"/>	
SECTION D - FORECASTED CASH NEEDS						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal		\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)				
		(b)First	(c) Second	(d) Third	(e) Fourth	
16.	Vermont Forest Future Strategic Roadmap Implementation	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges:				
<input type="text"/>		<input type="text"/>				
23. Remarks:		<input type="text"/>				

Budget and Budget Narrative: *Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry*

1. Personnel:

FPR Wood Energy and Forest Products Specialist: 25% of this position's time will be used toward delivering the proposed grant objectives. The amount was calculated at 48 weeks per year for 3 years equaling 1,440 hours over the three-year grant period, at a rate of \$33.33 for a total cost of \$47,995. Half of the salary will be paid for with requested NBRC grant funds at \$23,997.60 and half will be used for match at \$23,997.60. This position will support grant management, monitoring of grant deliverables, organizing of grant partner meetings and oversight of the SWET initiatives.

FPR Forest Economy Specialist: 25% of this position's time will be used toward delivering the proposed grant objectives. The amount was calculated at 48 weeks per year for 3 years equaling 1,440 hours over the three-year grant period, at a rate of \$32.30 for a total cost of \$46,512. All this positions time will be used for match. This position will support grant management, monitoring of grant deliverables, organizing of grant partner meetings and oversight of the forest economy demonstration site initiatives.

Total Personnel Grant Requested Funds: \$23,997.60

Matching Funds: \$70,509.60 (Source: In-Kind FPR payroll budget, Date of commitment-upon grant award, funds are committed)

2. Fringe Benefits:

FPR Wood Energy and Forest Products Specialist: Base grant period pay calculated at 30% for fringe benefits. \$47,995 at 30% equals \$14,398.56. Half of the fringe at \$7,199.28 will be covered by grant funds and half will be counted as match at \$7,199.28.

FPR Forest Economy Specialist: Base grant period pay calculated at 30% for fringe benefits. \$46,512 at 30% equals \$13,953.60. All fringe will be counted as match at \$13,953.60

Total Fringe Grant Requested Funds: \$7,199.28

Matching Funds: \$21,152.88 (Source: In-Kind FPR payroll budget, Date of commitment-upon grant award, funds are committed)

3. Travel:

Travel costs for reestablishing the Vermont SWET includes per diem for an expected 15 participants at 12 meetings over the three-year grant period. The participant time will be calculated at 12 meetings per year, with a stipend of \$100.00 per meeting All of the SWET meeting per diem cost at \$18,000.00 will be counted as match.

Matching Funds, In-Kind: \$18,000.00

4. **Equipment:** N/A

5. **Supplies and Materials:**

Non-consumable total material and supplies costs equal \$115,000 to include the cost of 5 sign installation on public lands that exemplify sound forestry practices, and that are actively engaged in forest management. 5 signs at \$3,000 per sign for a total of \$15,000 for signage. \$100,000.00 will be used to: Develop supporting outreach materials that will complement the signage community events and support asynchronous communication with the public about the regional forest products sector, wood energy, career opportunities in the forest economy, and local forest management; Report out on the updated Residential Fuel Assessment Survey on the various types of residential heating systems in use and the demand for wood heating fuels statewide.

Total Materials and Supplies Grant Requested Funds: \$115,000.00

6. **Consultant:** N/A

7. **Contracts and Sub-Grantees:**

Contract:

Residential Fuel Assessment Survey will be put out to bid through an RFP process. \$21,000.00 in requested grant funds will be used to pay the consultant to conduct the survey.

Total Contract Grant Requested Funds: \$21,000.00

Sub-Grantees:

Vermont Woodlands Association: \$45,944.00 to accomplish Pillar 5 Actions for the proposed project- Establishing Forest economy demonstration sites. Funds will be used for VWA staff to help identify demonstration sites, organize and host public/community event for the identified sites. VWA has 1:1 match.

Allocation of \$45,944.00 (not over 10% grant ask). Sub-Award is proposed as follows:

Salary & benefits: \$34,944. Part-time VWA employee averaging 15 hrs/week over 2 years to support planning, steering committee facilitation, coordination of demonstration sites, development of multi-media outreach products for multiple audiences, development of lesson plans and materials for grades 3-5, and coordination of demonstration site events.

Travel: \$1,000. Estimated travel based on fed reimbursement rate for planning, site visits, and educational programs.

Contractual: Project management (Morning Ag Clips, LLC): \$5,000. Includes overall project support, supervision of part-time position, and grant management.

VT Tree Farm Program Administration: \$5,000. Includes overall project support, participation on steering committee, and support with program delivery.

Total Requested NBRC Funds: \$45,944.00

Vermont Forest Products Association: \$120,000.00 to accomplish Pillar 2 Actions for the proposed project. VFPA will hire the part-time School Outreach & Education Coordinator, lead

engagement efforts with local schools, and coordinate internships with local forest products enterprises. Please see VFPA SF424bcw in Appendix A as grant allocations exceed 10% of requested funds. See VHCB corresponding individual Budget Narrative proceeding this document.

Kingdom Trails Association: \$7,500.00 to support Pillar 5 Actions for the proposed project. KTA will identify a forest economy demonstration site with high recreation traffic. Funds will be used for KTA staff to help identify the demonstration site, organize and host public/community event for the identified site. KTA has 1:1 match.

Farm and Forest Viability Program: \$95,000.00 to support Pillar 2 Actions for the proposed project. Technical assistance at the Vermont Farm & Forest Viability Program. Farm & Forest Viability will use NBRC funds to provide 18 forest products businesses with individualized business development support and deliver at least 6 workshops or cohort learning programs reaching an additional 50 or more businesses. Ninety-five percent (95%) of participants will improve business management skills through participation in the program. VHCB has 1:1 match. Please see VHCB SF424bcw in Appendix A as grant allocations exceed 10% of requested funds. See VHCB corresponding individual Budget Narrative proceeding this document.

VEIC: \$50,000 to support Pillar 4 in collaboration with FPR and Northern Forest Center. VEIC will use funds to update the 2016 BERCC created Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and The Wood Energy Roadmap. Adam Sherman, from VEIC will be lead in this effort. These documents will be used by the Northern Forest Center to create a video about wood energy to share with the region.

Allocation of 50k (not over 10% grant ask). Sub-Award is proposed as follows:

Task 1- Update the Carbon Bulletin: \$5,000.00

Task 2- Update Wood Heat Roadmap:

Stakeholder engagement: \$2,500.00

Research on baseline wood heat: \$5,000.00

Projected pathway analysis: \$7,500.00

Drafting final roadmap document: \$15,000.00

Final revisions and distribution: \$ 10,000.00

Presenting updated roadmap to broader audience: \$5,000.00

Total Requested NBRC Funds: \$50,000.00

The Northern Forest Center (NFC): \$30,000 to support Pillar 4 in collaboration with FPR and VEIC. As a collaborating partner the Center will participate in the SWET team and act as an advisor in updating the Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and Updating the Wood Energy Roadmap documents (last updated in 2016). The Center will also coordinate the development and delivery of science-based, collaborative video messaging resources that communicate forest management, forest market and climate benefits of wood heat and the objectives of the Wood Energy Roadmap. Via the SWET,

Feel Good Heat platform, and other channels the Center will support the dissemination of these resources in VT and across the NBRC region.

Allocation of \$30k (not over 10% grant ask). Sub-Award is proposed as follows:

Salary and benefits: \$7,000.00 (approx. 4% FTE over 2 years)

Contracted video production services: 20,500.00

Indirect: \$2,500.00 (10% of direct costs)

Total Requested NBRC Funds: \$30,000.00

Vermont Sustainable Jobs Funds: \$50,000 to support Pillar 3 Innovation and Research Development. As the Department of Forests, Parks and Recreation (FPR) embarks on an implementation plan for the near final Vermont Forest Future Strategic Roadmap, the Vermont Sustainable Jobs Fund (VSJF) will serve as Roadmap collaborator, leveraging Christine McGowan's involvement in many aligned initiatives happening in Vermont and the region. Specifically, VSJF will convene a working group to identify opportunities to facilitate cross-sector knowledge sharing, study emerging trends in regional and global value chains and markets that affect demand for local processing and products.

Allocation of \$50k (not over 10% grant ask). Sub-Award is proposed as follows:

Salaries and Fringe: VSJF to serve as Roadmap collaborator for Action 23 (mainly Christine McGowan + some finance and event staff support); Estimated Cost: \$38,805

Meeting/Events: Room rentals and food for quarterly meetings for 3 years: Est. \$150 room fee/\$50 food – 12 meetings; Estimated Cost: \$2,400

Travel - mileage: to support VSJF and other stakeholder engagement (mileage for meetings) @IRS mileage rate = ~3,000 miles over 3 years; Estimated Cost: \$2,000

Travel – van rental/accommodation/food: One learning journey for up to 5 stakeholders to visit a center for emerging forest products technologies (i.e. the University of Maine at Orono's Process Development Center) -- van rental; round trip VT - ME, 1 overnight, food x 5 people; Estimated Cost: \$2,250

Indirect Expenses: 10% di minimis; Estimated Cost: \$4,545

Total Requested NBRC Funds: \$50,000.00

Total Sub-Grantee Grant Requested Funds: \$ 398,444.00

Total Contract and Sub-Grantee Requested Funds: \$419,444.00

Matching Funds: \$148,444.00 (Source: Sub-grantee and partner organization internal funds and in-kind time, Date of commitment: upon grant award, funds are committed) \$300,000.00 in Matching Funds from State of Vermont appropriations in support of the Strategic Roadmap implementation (Source: funds will be released with state appropriation at the end of the legislative session, projected to be obtained within 6 months of the award date).

Total Matching Funds for Contract and Sub-Grantee Requested Funds: \$448,444.00

8. Construction Costs: NA

9. Indirect Costs:

FPR Wood Energy and Forest Products Specialist: 25% of this position's time will be used toward delivering the proposed grant objectives. The amount was calculated at 48 weeks per year for 3 years equaling 1,440 hours over the three-year grant period, at a rate of \$33.33 for a total cost of \$47,995. The indirect rate is 23.94% equaling \$11,490.05 in indirect costs all counted as match.

FPR Forest Economy Specialist: 25% of this position's time will be used toward delivering the proposed grant objectives. The amount was calculated at 48 weeks per year for 3 years equaling 1,440 hours over the three-year grant period, at a rate of \$32.30 for a total cost of \$46,512. The indirect rate is 23.94% equaling \$11,134.97 in indirect costs all counted as match.

Total Indirect grant funds requested: \$0

Total Indirect match funds: \$22,625.02 (Source: FPR payroll budget, Date of commitment-upon grant award, funds are committed)

Total Grant Funds Requested: \$565,640.88

Total Match: \$580,731.50 -representing more than 50% of total project cost.

Total Project Cost: \$1,146,372.38

Sub-Awardee Budget Narratives OVER 10% of Grant Funds.

VHCB Sub-Award Budget Narrative

The proposed budget for this sub-award is \$190,000, with \$95,000 funded by NBRC and \$95,000 in secured match from VHCB. This budget includes personnel, fringe benefits, contractors, administrative costs, and indirect operating expenses. It does not include costs for outreach materials or travel, which will be covered by additional VHCB funding as needed.

- **Personnel:** VHCB managing this project include Farm & Forest Viability Program Manager (624 hours at \$32.21), Program Director (156 hours at \$38.46), and finance/admin staff working directly on this project (156 hours at \$33.65). VHCB will manage all enrollment, ensure excellent service delivery, identify and manage contractors, conduct data collection and evaluation. Total personnel costs are \$31,350 (50% NBRC, 50% VHCB match).
- **Fringe benefits:** fringe benefits are calculated at 50.2% of salaries/wages for full time staff. Total fringe is \$15,738 (50% NBRC, 50% VHCB match).
- **Contractors:** VHCB will manage \$126,014 in contracts with business advisors and specialists to deliver on-the-ground business advising and workshops. The contracts will be procured in accordance with VHCB's procurement policy. Contractual funds will be committed using an average of \$6,500 per client for individualized advising for 18 clients

and an estimated average of \$1502 per workshop. Total contracting budget is \$126,014 (50% NBRC, 50% VHCB match).

- **Administrative costs:** administrative costs are calculated at 31.7% of salaries/wages, totaling \$9,938 (50% NBRC, 50% VHCB match).
- **Operating Costs:** VHCB Operating Costs are calculated at 22.2% of direct salaries and wages, totaling \$6,960 (50% NBRC, 50% VHCB match).

VFPA Sub-Award Budget Narrative

The proposed budget for this sub-award is \$120,000, with \$120,000 funded by NBRC. This budget includes personnel, travel, and operating costs.

- **Personnel:** VFPA personnel managing this project include the part-time School Outreach & Education Coordinator (2,500 hours at \$25). VFPA will lead engagement efforts with local schools/career centers, coordinate internships and/or apprenticeships with local forest products enterprises, and facilitate cooperative relationships between the VFPA Mentors (volunteer Board Members) and local educators. Total personnel costs are \$62,500 (100% NBRC).
- **Fringe benefits:** N/A
- **Travel:** VFPA travel costs for the part-time School Outreach & Education Coordinator are estimated at \$51,250.
- **Contractors:** N/A
- **Administrative costs:** N/A
- **Operating Costs:** VFPA Operating Costs are calculated at 10% of direct salaries and wages, totaling \$6,250 (100% NBRC).

Grant Application Detailed Budget Worksheet											OMB Approval No. 2501-0017 (Exp. 01/31/2008)	
Name and Address of Applicant:		Vermont Forest Products Association PO Box 110 Coventry, VT 05825										
Category		Detailed Description of Budget (for full grant period)										
1. Personnel (Direct Labor)		Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual												
School Outreach & Education Coordinator		2,500	\$ 25.00	\$ 62,500.00	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Total Direct Labor Cost				\$ 62,500.00	\$ 62,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Fringe Benefits		Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Total Fringe Benefits Cost				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Travel												
3a. Transportation - Local Private Vehicle		Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Subtotal - Trans - Local Private Vehicle				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Transportation - Airfare			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
School Outreach & Education Coordinator											
Weekly travel stipend	125	\$ 410.00	\$ 51,250.00	\$ 51,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Transportation - Other			\$ 51,250.00	\$ 51,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Per Diem or Subsistence			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Travel Cost			\$ 51,250.00	\$ 51,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Total Equipment Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Consumable Supplies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Non-Consumable Materials			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies and Materials Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Consultants Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Subcontracts Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
8. Construction Costs											
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Administrative and legal expenses			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Land, structures, rights-of way, ...			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Relocation expenses and payments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Architectural and engineering fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Other architectural and engineering fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Grant Application Detailed Budget Worksheet											
8f. Project inspection fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Project inspection fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8g. Site work	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Site work			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8h. Demolition and removal	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Demolition and removal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8i. Construction	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Construction			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8j. Equipment	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Subtotal - Equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8k. Contingencies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Contingencies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8l. Miscellaneous	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Miscellaneous			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Construction Costs			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Item			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
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			\$ -								
			\$ -								
			\$ -								
Total Other Direct Costs			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal of Direct Costs			\$ 113,750.00	\$ 113,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Indirect Costs	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Type											
School Outreach & Education Coordinator Personnel	0.1	\$ 62,500.00	\$ 6,250.00	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Indirect Costs			\$ 6,250.00	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Estimated Costs			\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											OMB Approval No. 2501-0017 (Exp. 01/31/2008)	
Name and Address of Applicant:		Vermont Housing & Conservation Board										
		58 E. State Street										
		#101										
		Montpelier, VT 05602										
Category		Detailed Description of Budget (for full grant period)										
1. Personnel (Direct Labor)		Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Position or Individual												
VT Farm & Forest Viability Program Director		624	\$ 32.21	\$ 20,100	\$ 10,050	\$ 10,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VT Farm & Forest Viability Program Manager		156	\$ 38.46	\$ 6,000	\$ 3,000	\$ 3,000						
Other admin/finance staff working directly on this project		156	\$ 33.65	\$ 5,250	\$ 2,625	\$ 2,625						
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Total Direct Labor Cost				\$ 31,350	\$ 15,675	\$ 15,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2. Fringe Benefits		Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
50.2% of salaries & wages for full time staff		50.20%	\$ 31,350.00	\$ 15,738	\$ 7,869	\$ 7,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Total Fringe Benefits Cost				\$ 15,738	\$ 7,869	\$ 7,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3. Travel												
3a. Transportation - Local Private Vehicle		Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
Subtotal - Trans - Local Private Vehicle				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Transportation - Airfare			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Transportation - Other			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Per Diem or Subsistence			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Travel Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4. Equipment (Only items over \$5,000 Depreciated val	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Total Equipment Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Docusign Envelope ID: 3588CA62-7A63-4142-BE37-45FD374E4E1F

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Consumable Supplies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Non-Consumable Materials			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies and Materials Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Consultants Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Business planning contractors			\$ 126,014.00	\$ 63,007	\$ 63,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Subcontracts Cost			\$ 126,014.00	\$ 63,007	\$ 63,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
8. Construction Costs											
8a. Administrative and legal expenses	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Administrative and legal expenses			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8b. Land, structures, rights-of way, appraisal, etc	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Land, structures, rights-of way, ...			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8c. Relocation expenses and payments	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Relocation expenses and payments			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8d. Architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Architectural and engineering fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8e. Other architectural and engineering fees	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Other architectural and engineering fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Docusign Envelope ID: 3588CA62-7A63-4142-BE37-45FD374E4E1F

Grant Application Detailed Budget Worksheet											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8f. Project inspection fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Project inspection fees			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8g. Site work			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Site work			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8h. Demolition and removal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Demolition and removal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8i. Construction			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Construction			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8j. Equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Equipment			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8k. Contingencies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Contingencies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8l. Miscellaneous			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
Subtotal - Miscellaneous			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Construction Costs			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

6



Marina Bowie, Program Manager, Forest Economy Program
Northern Border Regional Commission
James Cleveland Federal Building, Suite 1501
53 Pleasant Street
Concord, NH 03301

Dear Ms. Bowie:

The Vermont Housing and Conservation Board (VHCB) is pleased to express our strong support for the VT Department of Forests, Parks, and Recreation's application to the NBRC Forest Economy Program grant proposal. This proposal is a critical next step in Vermont's Forest Future Strategic Roadmap, and will increase Vermont's ability to adapt and innovate in local, regional, and global markets.

VHCB's Farm & Forest Viability Program is excited to both support this proposal as a whole, and participate as a sub-awardee if approved. Increasing access to business assistance is a key part of the Forest Future Strategic Roadmap. We will provide business assistance to at least 68 forest businesses of all types and stages. This funding will allow us to meet identified gaps in services to forest businesses and provide in-depth business development coaching. We have a proven history of helping businesses improve profitability, sales, and management skills, and this funding will be critical in growing our program to reach new businesses – both start-ups and those who have not taken advantage of support in the past.

VHCB is seeking a total of \$95,000 in NBRC funds and will provide \$95,000 in match to this project, which is secured.

Vermont's Forest Future Roadmap is a key tool in advancing the forest economy in Vermont, and contributing to regional goals around sustainable forest management, local manufacturing, and climate-smart building strategies. We applaud the collaborative approach of this project, which brings together multiple partners, including local businesses, FPR, and non-profit organizations. We believe that this project has the potential to make a significant impact on the forest products industry in our region, supporting local economic development while advancing supply chains and markets across the NBRC region.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Liz Gleason".

Liz Gleason
Farm & Forest Viability Program Director
Vermont Housing and Conservation Board



Vermont Sustainable Jobs Fund

Accelerating Sustainable Economic Development

Northern Border Regional Commission - Forest Economy Program
Fall 2023 Grant Review Committee

RE: Vermont Forests, Parks & Recreation Department Application -- *Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry*

November 2023

I'm writing this Letter of Commitment for the Forests Parks and Recreation NBRC application titled, Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry. The Vermont Sustainable Jobs Fund has supported the Vermont Forest Future Strategic Roadmap since the start of the process. Christine McGowan was part of the Project Team helping to develop the strategic plan.

The Roadmap supports VSJF's Forest Products Development Program, which aims to create and retain jobs, expand local forest product markets, and boost economic development. VSJF has built a network of forest economy businesses and service providers and convenes stakeholders annually through events like the Vermont Forest Industry Summit. VSJF is a key collaborator on a new regional initiative, the Coalition of Northern Forest Innovation Research (CONFIR) that aims to develop a regional forest products innovation hub that attracts new businesses in the sector to locate and grow in Northern New England, as well as other local or regional efforts to develop new markets for forest and wood products.

VSJF is in full support of the proposed project and is ready to implement the identified action under pillar 3 of the Roadmap to *Convene a working group to identify opportunities to facilitate cross-sector knowledge sharing, study emerging trends in regional and global value chains and markets that affect demand for local processing and products*. VSJF will use NBRC grant funds to facilitate and deliver the measurable outcomes as outlined in the proposed project.

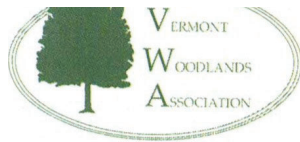
Sincerely,

Christine McGowan

Forest Products Development Program Director

Vermont Sustainable Jobs Fund

802-828-5770 (o) | 802-505-0508 (c) | christine@vsjf.org



PO Box 26
Rupert, VT 05768
802-747-7900
Vermontwood.com

November 9, 2023

Dear NBRC Forest Economy Program Grant Review Committee,

It's my pleasure to write this letter of commitment for the Vermont Department of Forests, Parks, and Recreation's NBRC application titled "Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry."

Vermont Woodlands Association (VWA) is a statewide nonprofit whose mission is to educate and advocate for the productive stewardship, use, and enjoyment of Vermont's woodlands. We are committed to delivering forestry education opportunities to ensure that all landowners have the tools and resources necessary to leave their forests better for the future. Founded in 1915, we are the oldest woodland association in Vermont. This proposal aligns strongly with our vision for healthy and resilient forests supported by an informed and inspired constituency.

This project would engage one of our core programs, the Vermont Tree Farm Program. The Vermont Tree Farm Program assists forest-land owners in sustainably managing their woodlands while protecting Vermont's watersheds and wildlife habitat, conserving soil, providing recreation, and, at the same time, producing wood products sustainably.

The proposed creation of MyForestWorks, a collaborative outreach effort to educate communities about the benefits of wood energy, forest management, and wood products, offers a strategic and timely approach and real promise for shaping the future of our working forests in Vermont and beyond.

Vermont Woodlands Association is eager to amplify the impact of this work through our statewide work. We fully support this proposal and are committed to providing the match as outlined in the proposed budget should the grant obtain funding.

Sincerely,

A stylized blue signature that reads "irel" in a lowercase, italicized font.

Kate Forrer

Executive Director

Our vision: Healthy forests, supported by an informed and inspired constituency.



November 8th, 2023

Fall 2023 Grant Review Committee Members
Northern Border Regional Commission
James Cleveland Federal Building, Suite 1501
53 Pleasant Street
Concord, New Hampshire 03301

RE: *Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry*

To whom it may concern:

I'm writing this Letter of Commitment for the Forests Parks and Recreation NBRC application titled, Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry. VEIC has been a strong collaborative partner with FPR in support of Advanced Wood Heating Systems for over a decade. We have collaborated on numerous projects and grants, working to help Vermont reach their renewable energy goals of 35% Thermal energy from wood heat by 2030. We believe this work is well aligned with the NBRC's goals and will yield critical results.

VEIC will support the proposed project by taking the lead on updating the Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont and the Wood Energy Roadmap documents (last updated in 2016). These documents will support the video messaging development to be shared with the NBRC region. The documents will also be shared with state agencies, organizations, and private firms working toward Clean Energy goals.

We believe this work is well aligned with the NBRC's goals and will yield critical results. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

Adam Sherman

Adam Sherman, Senior Consultant



Northern Border Regional Commission
Forest Economy Program
Fall 2023 Grant Review Committee

November 8, 2023

18 N. MAIN STREET
SUITE 204
CONCORD, NH 03301

603-229-0679
northernforest.org

RE: Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry

Please accept this Letter of Commitment for the Forests Parks and Recreation NBRC application *Vermont Forest Future Strategic Roadmap Implementation: Collaboration Supporting a Regional Forest Industry*. The Northern Forest Center has supported the Vermont Forest Future Strategic Roadmap since the start of the process and I have had the honor of serving on the Advisory Panel helping to develop the strategic plan.

The Roadmap aligns closely with the Center's programs to support the forest products sector across Maine, New Hampshire, Maine, Vermont, and New York with programs of technical and financial assistance to sustain and grow forest-based businesses and help open new markets for wood and wood products. This work includes facilitation of the Feel Good Heat communications campaign to build consumer awareness and demand for modern wood heat as an alternative to fuel oil and propane; a strategy that provides an important market for wood residuals while saving money for homeowners, businesses, and institutions in Vermont while reducing climate impacts.

As a collaborating partner the Center will participate in the State Wood Energy Team (SWET) and act as an advisor in updating the *Clean Energy Development Fund Carbon Emissions from Advanced Wood Heating in Vermont* and updating the Wood Energy Roadmap documents (last updated in 2016). The Center will also coordinate the development and delivery of science-based, collaborative video messaging resources that communicate forest management, forest market and climate benefits of wood heat and the objectives of the Wood Energy Roadmap. Via the SWET, Feel Good Heat platform, and other channels the Center will support the dissemination of these resources in VT and across the NBRC region.

The Center is supportive of the proposed project and ready to implement the identified action under Pillar 4 of the Roadmap to: *Fund the re-establishment of the Statewide Wood Energy Team (SWET) to expand Vermont's market leadership and provide science-based wood energy information for the region*. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Joseph Short'.

Joseph Short
Vice President

**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549 and 1268, 2 CFR part 180.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its Board:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Organization Name: **Vermont Dept. of Forests, Parks and Recreation**

Date: **11/9/2023**

By: **Oliver Pierson, Director of Forests**

Name and Title of Authorized Representative

Signature of Authorized Representative

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known : Department of Forests, Parks and Recreation 1 National Life Drive, Davis 2 Montpelier, VT 05620 Congressional District, if known : 001 _____			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known :		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known :			9. Award Amount, if known : \$ 565640.88		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: <u>Oliver Pierson</u> Title: <u>Director of Forests</u> Telephone No.: <u>802-505-3563</u> Date: <u>11/13/2023</u>		
Federal Use Only:					Digitally signed by Oliver Pierson Date: 2023.11.13 16:49:10 -05'00'
					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)


 PRINT

2023 Master Updated Delegation of Authority for Signature Authorization - Department of Forests, Parks and Recreation

Business Unit	Employee 5 Digit #	Designee Title	Designee Name	Designee Signature
6130	62530	Director of State Parks	Nate McKeen	
6130	09774	Director of Lands Administration and Recreation	Rebecca Washburn	
6130	39083	Director of Forests	Oliver Pierson	
6130	25800	Chief of Park Operations	Rob Peterson	
6130	N/A	Parks Regional Manager	Vacant	
6130	17465	Parks Regional Manager	Reuben Allen	
6130	24812	Parks Regional Manager	Emily White	
6130	08360	Parks Regional Manager	Nick Caputo	
6130	66827	Stewardship Forester	Tim Morton	
6130	88780	Stewardship Forester	Lisa Thornton	
6130	25831	Stewardship Forester	J Nerenberg	
6130	36981	Stewardship Forester	Brad Greenough	
6130	13019	Stewardship Forester	Lou Bushey	
6130	42156	State Lands Program Manager	James Duncan	
6130	11696	Operations Manager	Agnes Barsalow	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.


NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
 Digitally signed by Oliver Pierson Date: 2023.11.13 16:50:05 -05'00'		Director of Forests	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Vermont Dept. of Forests, Parks and Recreation		November 13, 2023	



Grant Application Detailed Budget Worksheet												OMB Approval No. 2501-0017 (Exp. 01/31/2008)	
Name and Address of Applicant:		Vermont Department of Forests, Parks and Recreation 1 National Life Drive, Davis 2 Montpelier, VT 05620											
Category		Detailed Description of Budget (for full grant period)											
		Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
1. Personnel (Direct Labor)													
Position or Individual													
FPR Wood Energy and Forest Products Specialist		1,440	\$ 33.33	\$ 47,995.20	\$ 23,997.60	\$ 23,997.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FPR Forest Economy Specialist		1,440	\$ 32.30	\$ 46,512.00		\$ 46,512.00							
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
Total Direct Labor Cost				\$ 94,507.20	\$ 23,997.60	\$ 70,509.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2. Fringe Benefits													
		Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
FPR Wood Energy and Forest Products Specialist		30.00%	\$ 47,995.20	\$ 14,398.56	\$ 7,199.28	\$ 7,199.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FPR Forest Economy Specialist		30.00%	\$ 46,512.00	\$ 13,953.60		\$ 13,953.60							
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
Total Fringe Benefits Cost				\$ 28,352.16	\$ 7,199.28	\$ 21,152.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3. Travel													
		Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
3a. Transportation - Local Private Vehicle													
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				\$ -									
				\$ -									
				\$ -									
				\$ -									
				\$ -									
Subtotal - Trans - Local Private Vehicle				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1													
Grant Application Detailed Budget Worksheet												form HUD-424 -CBW (2/2003)	
Detailed Description of Budget													
		Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
3b. Transportation - Airfare (show destination)													
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				\$ -									
				\$ -									
				\$ -									
				\$ -									
Subtotal - Transportation - Airfare				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3c. Transportation - Other													
		Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
				\$ -									

3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
SWET Participant Per Diem - expected number of participants = 10; - Location = Montpelier/Burlington	12	\$ 1,500.00	\$ 18,000.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 19,980.00	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Per Diem or Subsistence			\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,980.00	\$ -
Total Travel Cost			\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,980.00	\$ -
4. Equipment (Only items over \$5,000 Depreciated v	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
Total Equipment Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grant Application Detailed Budget Worksheet											
Detailed Description of Budget											
5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
5a. Consumable Supplies	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Consumable Supplies			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5b. Non-Consumable Materials	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Signage	5	\$ 3,000.00	\$ 15,000.00	\$ 15,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach and Education Materials	1	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00							
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Subtotal - Non-Consumable Materials			\$ 115,000.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies and Materials Cost			\$ 115,000.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6. Consultants (Type)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -								
			\$ -								
			\$ -								
			\$ -								
Total Consultants Cost			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7. Contracts and Sub-Grantees (List individually)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Fuel Assessment Survey Contractor	1	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vermont Woodlands Association	1	\$ 91,888.00	\$ 91,888.00	\$ 45,944.00	\$ 45,944.00					\$ 45,944.00	
Vermont Forest Products Association	1	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00							
Kingdom Trails Association	1	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00					\$ 7,500.00	
Vermont Farm & Forest Viability Program	1	\$ 190,000.00	\$ 190,000.00	\$ 95,000.00	\$ 95,000.00					\$ 95,000.00	
VEIC	1	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00							

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form HUD-424 -CBW (2/2003)

Grant Application Detailed Budget Worksheet

[illegible]

form HUD-424-CBW (2/2003)

OMB Approval No. 2501-0017

Grant Application Detailed Budget Worksheet

(Exp. 01/31/2018)

Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.			
Detailed Description of Budget			
Analysis of Total Estimated Costs		Estimated Cost	Percent of Total
1 Personnel (Direct Labor)		\$ 94,507.20	8.2%
2 Fringe Benefits		\$ 28,352.16	2.5%
3 Travel		\$ 18,000.00	1.6%
4 Equipment		\$ -	0.0%
5 Supplies and Materials		\$ 115,000.00	10.0%
6 Consultants		\$ -	0.0%
7 Contracts and Sub-Grantees		\$ 867,888.00	75.7%
8 Construction		\$ -	0.0%
9 Other Direct Costs		\$ -	0.0%
10 Indirect Costs		\$ 22,530.52	2.0%
Total:		\$ 1,146,277.88	100.0%
Federal Share:		\$ 565,640.88	43.6%
Match:		\$ 731,155.50	56.4%
		\$ 1,296,796.38	



NBRC23GRF09 missing application docs and/or revisions needed

From NBRC Admin <admin@nbrc.gov>

Date Mon 2/5/2024 6:10 PM

To Servidio, Katharine <Katharine.Servidio@vermont.gov>

Cc Pierson, Oliver <Oliver.Pierson@vermont.gov>

Some people who received this message don't often get email from admin@nbrc.gov. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good afternoon,

Congratulations again on your recent Forest Economy Program award! At the application stage, NBRC makes note of any missing documentation or required revisions to submitted documents, and when projects are awarded funding, this information must be collected as a first step after the notice of award. Please review the following list of documents and submit these promptly, so we may continue to collect post-award documentation. Blank forms can be found [here](#).

- Certificate of Good Standing
- IRS Determination Letter
- AUTHORIZED OFFICIAL RESOLUTION - Please submit an authorized official resolution. The NBRC requires a resolution by the applicant's legal authority providing authorization to the executive to whom they are granting permission to sign all NBRC investment documents that bind the applicant. NBRC refers to this person as the "Authorized Official". At time of application for funding, applicants are required to provide a resolution from the entities legal authority indicating the name and title of the person they are authorizing. Only one individual can be the authorized official for a project. I'll ask the lead applicant – the Vermont State University – to please submit the AO resolution.
- Also, please confirm the total match/cost share for the project. The amount was inconsistent within the application submitted, and we'll need to confirm in order to issue a Grant Agreement for the project. If the budget submitted contains the incorrect match amount, please correct and resubmit the SF424cbw as well.

Once I have collected the above, there are a few additional pieces of documentation to be collected for NBRC to issue a Notice to Proceed for the project. **As a reminder, you may not spend any NBRC or match funds prior to receiving a Notice to Proceed for the project.**

Thank you,
Marina

Marina Bowie (she, her)
Program Manager - USDA, Forest Economy
[Northern Border Regional Commission \(NBRC\)](#)
603.724.5802

James Cleveland Federal Building, Suite 1501
53 Pleasant Street
Concord, New Hampshire 03301