



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: June 16, 2026  
Subject: LSP Request - JFO #3284

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3284:** One (1) limited-service position, Forestry Professional 3, to the Agency of Natural Resources, Department of Forests, Parks, and Recreation. The position will support the implementation of forest management activities on the Green Mountain National Forest (GMNF) and neighboring state-owned forest land. Position is funded through December 31, 2028, by previously approved JFO #2898. *[Received June 8, 2026]*

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. Please submit concerns by **June 30, 2026**, or we will assume that you agree to consider as final the Governor's acceptance of this request.

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

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

Agency/Department: Agency of Natural Resources / Dept of Forests, Parks & Recreation Date: 05/05/2026

Name and Phone (of the person completing this request): Oliver Pierson (802) 505-3564

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2898

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

USDA Forest Service, Good Neighbor Project Agreement Green Mountain and Finger Lakes National Forests and Vermont Department of Forest Parks & Recreation, See attached documents

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

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Forestry Professional 3 / Good Neighbor Forester / 1 Position / Forests Division / State Lands Program / July 1, 2026 to December 31, 2028			

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

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

FPR received \$592,594 to support the USDA Forest Service with forest management and timber sale preparation work on the Green Mountain National Forest in Vermont. This work is consistent with the 2017 Vermont Forest Action Plan and FPR's goals to promote forest health via active forest management and support the forest products industry in Vermont. To meet both existing demands and increased demands from this project, FPR proposes to hire an additional forestry professional.

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

**Danielle Fitzko**

Digitally signed by Danielle Fitzko  
Date: 2026.05.11 07:20:10 -04'00'

Signature of Agency or Department Head Date

**David Fuller** Digitally signed by David Fuller  
Date: 2026.05.26 12:56:38 -04'00'

Approved/Denied by Department of Human Resources Date

**Adam Greshin** Digitally signed by Adam Greshin  
Date: 2026.06.01 12:51:00 -04'00'

Approved/Denied by Finance and Management Date

*Nick Kramer* 6/1/2026 | 3:27:21 EDT

Approved/Denied by Secretary of Administration Date

*[Signature]* 6/4/26

Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:



**State of Vermont**  
**Department of Forests, Parks & Recreation**

1 National Life Drive, Davis 2  
Montpelier, VT 05620-3801

<http://fpr.vermont.gov>

*Agency of Natural Resources*

**MEMORANDUM**

**TO:** Sarah Clark, Secretary, Agency of Administration

**THROUGH:** Tim Metayer, Budget Analyst, Department of Finance and Management  
David Fuller, Deputy Director for Classification and Position Management,  
Department of Human Resources  
Danielle Fitzko, Commissioner, Department of Forests, Parks and Recreation

**FROM:** Oliver Pierson, Director of Forests, Department of Forests, Parks and Recreation

*Oliver Pierson*

**DATE:** May 11, 2026

**RE:** Limited Service Position Request – Grant Funded

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The Department of Forests, Parks and Recreation (FPR) requests one limited service Forestry Professional position for two years. FPR has recently received a second grant from the USDA Forest Service (USFS) under the Good Neighbor Authority (the first such award was in 2017) to support the implementation of forest management activities on the Green Mountain National Forest (GMNF) and neighboring state-owned forest land. The Good Neighbor Authority (GNA), authorized under Section 8624 of the Agriculture Improvement Act of 2018 (the 2018 Farm Bill) allows the USFS to enter into agreements with state forestry agencies to do critical management work that keeps forests healthy and productive.

In 2017, FPR entered into a GNA agreement with the USFS that included funding for a shared position, which was converted to a full-time FPR position focused on state lands management in 2022. This new GNA agreement, signed in April 2026, provides funding (\$593,000) for a new limited service Forestry Professional III position that will primarily lead forest management activities on the GMNF but also collaborate with FPR staff to support forest management activities on adjacent state-owned lands. This position is intended to be funded for at least two years with the possibility of extension if additional federal funds are made available for this purpose. The new GNA agreement also provides funding for seasonal staff, forestry supplies, and transportation costs.

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Vermont FPR and the US Forest Service have worked in partnership to manage Vermont's forests for decades, with a long history of sharing resources, expertise and knowledge in the areas of forest management, wildfire prevention, invasive species prevention, and recreation. Current US Forest Service policy is to collaborate directly with states to increase the active management of forest resources on federal land in a manner that reduces wildfire risk, promotes forest health, and supports the local forest economy. The US Forest Service is currently seeking to increase forest management activities including timber production by 25%. Current staffing levels at the US Forest Service are not sufficient to meet these increased management goals, and in Vermont, like many other states, the US Forest Service has provided funding through the GNA mechanism to enable state forestry departments to support these forest management activities. Supporting forest management on the GMNF also supports Vermont FPR's goals by addressing forest health and wildfire risks that regularly cross boundaries between federal, state, and privately-owned forests. These management activities will also support Vermont's forest products industry by getting more timber out to market. However, FPR has only four state land foresters in Southern Vermont, and an additional forestry professional in a limited service role is necessary to take on this additional work, hence the request for this position

Salary and benefits for this Forestry Professional III limited-service position will be entirely funded with federal funds made available under the new GNA agreement from the USFS, at an estimated cost of \$105,000 per year.

Please find the following documents enclosed:

- DHR JFO Limited Service Position Request Form
- RFR C Form
- Organizational Chart
- 2026 GNA Grant Agreement between FPR and USFS (Agreement Number: 26-GN-11092000-010)

Please let me know if we can provide additional information.



VERMONT DEPARTMENT OF PERSONNEL  
**Request for Classification Action**  
**New or Vacant Positions**  
**Existing Job Class/Titles ONLY**  
**Position Description Form C**

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action  
 New or Vacant Positions  
 EXISTING Job Class/Title ONLY  
 Position Description Form C/Notice of Action  
 For Department of Personnel Use Only**

Notice of Action # _____ Action Taken: _____ New Job Title _____ Current Class Code _____ New Class Code _____ Current Pay Grade _____ New Pay Grade _____ Current Mgt Level ___ B/U ___ OT Cat. ___ EEO Cat. ___ FLSA ___ New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ Classification Analyst _____ Date _____ Comments: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)          Effective Date: _____ Date Processed: _____
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**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date )

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number:

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

- a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:
- b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:

2. Provide a brief justification/explanation of this request:

increased management objectives, and in Vermont, like many other states, the US Forest Service has provided funding through the Good Neighbor Authority for the state to support these forest management activities. Supporting forest management on the GMNF will support Vermont FPR's goals by addressing forest health and wildfire risks that regularly cross boundaries between federal, state, and privately owned forests and support Vermont's forest products industry by getting more timber out to market. However, Vermont FPR has only four state land foresters in Southern Vermont, and needs an additional forestry professional in a limited service role to take on this additional work on the GMNF, hence the request for this position.

FPR requests approval to create a new limited service position as Forestry Professional III or 310300 to better support the implementation of the US Forest Service provided Good Neighbor Authority Program and implement a series of forest management activities on the GMNF, adjacent to state-owned lands in Southern Vermont. This work requires professional forestry expertise to carry out technical, field-based forest management activities rather than communications and outreach functions. If approved, this new forester position will lead forest management activities on federal land in Southern Vermont through the GNA partnership with the USDA Forest Service. This partnership, which requires this position to be successful, will also allow the State of Vermont to keep timber sale revenue from timber sales implemented by this SOV employee under the "Good Neighbor Authority" agreement, providing revenue to FPR once these timber sales are developed and implemented. Therefore, this partnership is clearly in Vermont's best interest.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

#### Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form:

6. Who should be contacted if there are questions about this position (provide name and phone number):

7. How many other positions are allocated to the requested class title in the department:

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

#### Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

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Personnel Administrator's Signature **(required)\***

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Date

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*Kyle Mason*

Supervisor's Signature **(required)\***

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May 11 2026

Date

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*Danielle Fitzko*

Appointing Authority or Authorized Representative Signature **(required)\***

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5/11/2026

Date

\* Note: Attach additional information or comments if appropriate.

FS Agreement No. 26-GN-11092000-010  
Cooperator Agreement No. \_\_\_\_\_

**GOOD NEIGHBOR AGREEMENT**  
**Between**  
**DEPARTMENT OF FORESTS PARKS & RECREATION VERMONT**  
**And the**  
**USDA FOREST SERVICE,**  
**GREEN MOUNTAIN AND FINGER LAKES NATIONAL FORESTS**

This Good Neighbor Agreement is hereby made and entered into by and between the Department of Forests Parks & Recreation Vermont, hereinafter referred to as “the State” or “Cooperator” and the USDA Forest Service, Green Mountain and Finger Lakes National Forests, hereinafter referred to as the “Forest Service” or “Agency” under the authority of the Agricultural Act of 2014, Pub. L. 113-79, section 8206 as amended, 16 USC 2113a, (Good Neighbor Authority) and the Expanding Public Lands Outdoor Recreation Experiences Act (EXPLORE Act) of 2025, Pub. L. 118-234, section 351, 16 USC 8571 (Good Neighbor Authority for Recreation). The Assistance Listing Number for this agreement is 10.691, Good Neighbor.

**Title: Good Neighbor Project Agreement Green Mountain and Finger Lakes National Forests and Department of Forest Parks & Recreation Vermont**

**I. PURPOSE:**

The purpose of this Good Neighbor Agreement is to provide the framework and to document the cooperative effort between the parties for authorized services in accordance with the following provisions.

The State of Vermont, Department of Forests Parks and Recreation will provide forestry professionals to complete timber sale layout, mapping, boundary marking, timber marking, timber cruising and heritage surveys for timber sales on the Green Mountain National Forest. This is mission critical work in support of the Forest’s planned timber targets in support of E.O #14225 Immediate Expansion of American Timber Production.

**II. GOOD NEIGHBOR AUTHORITIES OBJECTIVES:**

The Forest Service is a land management agency dedicated to the stewardship and management of National Forest System (NFS) lands, including the responsibility for maintaining and improving resource conditions. This Good Neighbor Agreement (GNA) provides an opportunity for the parties to carry out authorized restoration and recreation services. All Forest Service functional areas may utilize this Agreement with the condition that the activities must be a statutorily authorized service.

The Forest Service will retain National Environmental Policy Act of 1969, 42 U.S.C. 4321 et

seq. (NEPA), responsibilities on NFS lands. Any decision required to be made under NEPA with respect to any authorized services provided under either Good Neighbor Authority shall not be delegated.

All projects proposed for completion under this Agreement will undergo a collaborative process. The collaborative process will ensure that both parties understand the goals and objectives of the agreed upon services and all necessary rules, regulations, and policies as outlined in this Agreement.

### III. THE COOPERATOR SHALL:

- A. LEGAL AUTHORITY. The Cooperator shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.
- B. Perform the activities described in the applicable appendices, if attached. As appropriate, work will comply with requirements of the National Environmental Policy Act (NEPA) decision as well as provided or approved silvicultural prescriptions and timber marking guides. The Cooperator shall utilize the information provided by the Forest Service to comply with Federal regulations including the protection of federal resources, permitted uses, and forest product accountability.
- C. Perform in accordance with the attached Scope of Work/Operating Plan and Financial Plan, Appendix A and B, and the Timber Removal Plan/Appendix D, if attached.

### IV. THE FOREST SERVICE SHALL:

- A. Perform in accordance with the attached Scope of Work/Operating Plan and Financial Plan, Appendix A and B, and the Timber Removal Plan/Appendix D, if attached.
- B. Complete all applicable NEPA requirements. Any decision required to be made under NEPA with respect to any authorized services to be provided under this agreement on NFS lands shall not be delegated to the Cooperator.
- C. Ensure appropriate boundary line determination and designation is completed prior to implementation of project activities.
- D. Inform the Cooperator of any changes to the Good Neighbor Agreement policy, law and regulations.
- E. Recognize the Cooperator's contribution, in a manner acceptable to both parties, in news releases, interpretive signs, photographs, or other media as appropriate.

**V. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

- A. U.S. DEPARTMENT OF AGRICULTURE GENERAL TERMS AND CONDITIONS.** In accordance with Secretarial Memorandum 1078-021, the USDA General Terms & Conditions, Federal Awards dated **December 31, 2025**, and its implementing regulations, 2 CFR 400, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These Departmental policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement and located at: [https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions?utm\\_medium=email&utm\\_source=govdelivery](https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions?utm_medium=email&utm_source=govdelivery)
- B. FOREST SERVICE GENERAL TERMS AND CONDITIONS.** The Forest Service General Terms & Conditions for Federal Financial Assistance dated **February 14, 2026**, and its implementing regulations, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These federal policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement, located at <https://www.fs.usda.gov/working-with-us/grants/terms-conditions>
- C. STATEMENT OF MUTUAL INVOLVEMENT.** To perform the Forest Service's stewardship and land management responsibilities and meet the legislative requirements, the Forest Service must be involved in the development and implementation of any work performed on NFS lands. The Forest Service's specific responsibilities are described in detail in the attached and hereby incorporated Statement of Work.
- D. JOINT STATEMENT OF WORK (SOW).** Both parties will collaborate in the development of an SOW, which is incorporated and made a part of this agreement as Appendix A. At a minimum, the SOW must clearly provide a plan of operations and quality control for project work, identify activities to be performed, and the responsible party. The funding for those activities will correspond to and be reflected in the financial plan. A timeline for the work activities should be included to serve as a monitoring tool for both parties, and to help ensure completion of the work within the period of performance of the SOW. The work described in the SOW must reflect the activities approved in the applicable National Environmental Policy Act (NEPA) document and any mitigation activities identified therein.
- E. AVAILABILITY FOR CONSULTATION.** Both parties will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this agreement and agree to actions essential to fulfil their purposes.
- F. PRINCIPAL CONTACTS.** Individuals listed below are authorized to act in their respective areas for matters related to this Agreement.

**Principal Cooperator Contacts:**



Cooperator Project Coordinator	Cooperator Administrative Contact
Oliver Pierson Director and State Forester Vermont Dept. of Forests Parks & Recreation One National Life Dr. Davis 2 Montpelier, VT 05620-3801 802-505-3563 Email: <a href="mailto:oliver.pierson@vermont.gov">oliver.pierson@vermont.gov</a>	Katarzyna Janiga Administrative Services Coordinator Vermont Dept. of Forests, Parks & Recreation One National Life Dr, Davis 2 Montpelier, VT 05620-3801 802-461-5736 Email: <a href="mailto:katarzyna.janiga@vermont.gov">katarzyna.janiga@vermont.gov</a>

**Principal Forest Service Contacts:**

Forest Service Project Coordinator	Forest Service Administrative Contact
Jeff Tilley Forestry Program Manager 4387 US Route 4 Mendon, VT 05701 802-272-4852 Email: <a href="mailto:jeffrey.tilley@usda.gov">jeffrey.tilley@usda.gov</a>	Marinda Guagenti Grants Management Specialist R9 Office of Grants and Agreements 626 East Wisconsin Ave Milwaukee, WI 53202 Email: <a href="mailto:marinda.guagenti@usda.gov">marinda.guagenti@usda.gov</a>
Forest Service Program Contact	
Greg Gustina Ecosystems Services Staff Officer 4387 US Route 4 Mendon, VT 05701 802-747-6738 Email: <a href="mailto:gregory.gustina@usda.gov">gregory.gustina@usda.gov</a>	

- 1. REIMBURSABLE PAYMENTS.** Reimbursable payments are approved under this Good Neighbor Agreement. The Forest Service shall reimburse the Cooperator for the Forest Service's share of actual expenses incurred, not to exceed **\$592,593.98** as shown in the G. Financial Plan. Only costs for those project activities approved in (1) the initial agreement, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and timed with actual, immediate cash needs. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations and USDA General Terms and Conditions.

Advance payments must not exceed the minimum amount needed and timed with actual, immediate cash requirements of the Cooperator in carrying out the purpose of the approved project. If the Cooperator receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the



Forest Service can approve the request for payment. Any funds advanced, but not spent, upon expiration of this agreement must be returned to the Forest Service.

The Program Manager reserves the right to request additional information prior to approving a payment.

The invoice must be sent by one of three methods (email is preferred):

EMAIL: [SM.FS.asc\\_ga@usda.gov](mailto:SM.FS.asc_ga@usda.gov)

FAX: 877-687-4894

POSTAL: USDA Forest Service  
Albuquerque Service Center  
Budget & Finance - Grants and Agreements  
4000 Masthead St, NE  
Albuquerque, NM 87109

Send a copy to the Forest Service Program Manager, Jeff Tilley at [jeffrey.tilley@usda.gov](mailto:jeffrey.tilley@usda.gov).

H. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT LIABILITY. The Cooperator agree(s) that any of their employees, volunteers, sub-Cooperators, contractors, and participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as the Cooperator hereby willingly agrees to assume these responsibilities to the extent allowed by law.

Further, the Cooperator shall provide any necessary training to their employees, volunteers, sub-Cooperators, contractors, and participants to ensure that such personnel are capable of performing tasks to be completed. The Cooperator shall also supervise and direct the work of its employees, volunteers, and participants performing under this Agreement.

I. PROGRAMMATIC CHANGES. The Cooperator shall obtain prior approval for any change to the scope or objectives of the approved project or transfer of substantive programmatic work to another party.

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

K. PROGRAM MONITORING AND PERFORMANCE REPORTS. The parties to this agreement shall monitor the performance of the agreement activities to ensure that



performance goals are achieved. Performance reports must contain the following information: A comparison of actual accomplishments to the goals established for the period.

- a. A computation of the cost per unit of output must be documented, as applicable.
- b. Reason(s) for schedule delays if established goals were not met.
- c. Additional pertinent information.

The Cooperator shall submit performance reports to the U.S. Forest Service Program Manager and due at least 30 days prior to the reporting period as indicated: **annually**. The final performance report must be submitted either with the Cooperator/Recipient final payment request, or separately, but not later than 120 days after the expiration date of the agreement.

M. FINANCIAL STATUS REPORTING. The Cooperator shall prepare a financial report that includes all relevant expenditures for the **quarterly** reporting period. Additionally, for each respective ALN, a Federal Financial Report (form SF-425), must be submitted to the U.S. Forest Service Program Contact and to [asc\\_payments@usda.gov](mailto:asc_payments@usda.gov) according to the reporting schedule.

Single reports must be submitted according to the most frequent reporting requirement. (e.g. One ALN requires annual reporting and another requires quarterly reporting therefore the award reporting requirement will be quarterly.) The reporting frequency will be determined during pre-award negotiations and will be stated in the Statement of Work.

Financial reports are due no later than 30 days after the reporting period end. (e.g. The reporting period ends on June 30, so the report is due on July 30.)

The financial report comprises of accounting for each ALN under a single award. There must be one form SF-425 (and Federal Financial Report Attachment, SF-425A) for each ALN. The SF-425 form may be found at [Post-Award Reporting Forms | Grants.gov](#).

At close out, all final financial reports, SF-425(s), must be submitted either with the final payment request or no later than 120 days from the expiration date of the agreement, whichever is soonest.

N. COORDINATION OF LAW ENFORCEMENT. Either party to this agreement shall provide to the other party any and all reports of violations of law cited within the project area or otherwise associated with the activities of the agreement.

O. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction or with approval of the Forest Service becomes property of the United States. These improvements are subject to the same regulations and administration of the Forest Service as would other National Forest improvements of a similar nature. No part of this Agreement entitles the cooperator to any interest in the improvements, other than



the right to use and enjoy them under applicable Forest Service regulations.

P. OFFSETS, CLAIMS AND RIGHTS. Any and all activities entered into or approved by this agreement will create and support afforestation/ reforestation efforts within the National Forest System without generating carbon credits. The U.S. Forest Service does not make claims of permanence or any guarantees of carbon sequestration on lands reforested or afforested through partner assistance. The U.S. Forest Service will provide for long-term management of reforested and afforested lands, according to applicable Federal statute regulations and forest plans.

Q. DISPUTES.

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

R. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature. The start date of this award is the date of the Forest Service signatory official signature. The end date, or expiration date is **December 31, 2028**. This instrument may be extended by a properly executed modification.

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



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

Signed by:

*Fitzko, Danielle*

4/17/2026

DANIELLE FITZKO, Director State of Vermont,  
Agency of Natural Resources

Date

Digitally signed by JOHN SINCLAIR

Date: 2026.04.21 09:10:43 -04'00'

JOHN SINCLAIR, Forest Supervisor  
Green Mountain and Finger Lakes National Forests

Date

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

MARINDA  
GUAGENTI

Digitally signed by MARINDA  
GUAGENTI  
Date: 2026.04.16 10:39:28 -05'00'

4/16/26

MARINDA GUAGENTI  
U.S. Forest Service Grants Management Specialist

Date



### Paperwork Reduction Act Statement

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# OPERATING PLAN

## Project Purpose and Outcomes

Purpose: The State of Vermont, Department of Forests Parks and Rec will complete timber sale layout, mapping, boundary marking, timber marking, timber cruising and heritage surveys for timber sales on the Green Mountain National Forest. This is mission critical work in support of the Forest's planned timber targets in support of E.O #14225 Immediate Expansion of American Timber Production.

## Background Information

Background: The State of Vermont, Department of Forests Parks and Rec and the Green Mountain NF have had a long-standing partnership under the Good Neighbor Authority. The current Master agreement between the parties (16-GN-11092000-005) was signed in May 2016 and expires in 2026. The SPA under that agreement (17-GN-11092000-032) was signed in June 2017. The parties have collaborated successfully under these agreements to complete forest management and restoration work across the National Forest. The parties seek to expand the partnership through a new agreement, allowing the State to provide more resources and to take a more active role contributing to forest management on the National Forest.

## Mutual Benefit and Mutual Interest

Mutual Benefit/Mutual Interest: The parties have an alignment in mission and a mutual interest in activities to support rural economies and forest product industry partners, and to create and sustain healthy and resilient forests. The State of Vermont has additional resources to meet these objectives on National Forest land, and the parties can better achieve these mission/objectives through collaboration.

## Partner/Cooperator Responsibilities

1. Complete approximately 1200 acres of timber sale preparation on the Green Mountain National Forest. Work will include marking and cruising timber, timber sale layout, timber sale timber, sale boundary marking, forest inventory, other and other related tasks to support preparation of planned timber sales (listed below in project milestones). Timber marking and layout will adhere to marking guides and prescriptions completed by a USFS certified Silviculturist and be inspected by a USFS forester.

2. Work will be completed by personnel meeting qualification requirements for the VTFPR Forestry Professional III classification (approximately 522 days) in and supported by Forestry Specialists (approximately 720 days). Timber marking and layout will adhere to marking guides and prescriptions completed by a USFS certified Silviculturist and be inspected by a USFS forester.

3. Complete archeological surveys on the Green Mountain National Forest to support timber sale preparation. Work will be completed by Archeological technicians (approximately 320 days) and will include surveys, marking and mapping of archeological sites, preparation of site location maps, and sketches to support preparation of planned timber sales.

4. Provide business support for forestry and archeological survey work in including agreement administration, hiring, orienting and supporting temp and FTE staff, vehicle administration, and supplies purchasing

5. Provide a vehicle (truck or SUV) to support the full-time Forester in completion of timber sale preparation (approx. 522 days).

6. Provide supplies and light equipment for forestry professionals to complete timber sale preparation, including:

- Measurement & inventory tools used to conduct a "timber cruise" to estimate the volume and value of the standing trees (diameter tape, clinometer or hypsometer, relaskop, prism or angle gauge, and increment borer)
- Marking and mapping supplies for identifying harvests boundaries and trees are to be harvested or thinned (marking guns, flagging tape, gps, compass, lumber crayons)
- Data recording and planning tools (cruising vest, tally sheets, clipboards and volume tables)
- Personal protective equipment (PPE), including hard hats, high visibility vests and sturdy boots

7. Support up to two weeks of travel for two temporary Archeology technicians to complete archeological surveys in support of timber sales in Stamford and Readsboro, Vermont.

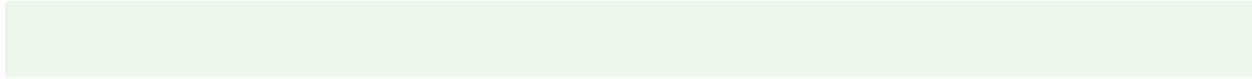
8. Work cooperatively with the Forest Service according to establish agreed-upon roles and responsibilities to coordinate training and scheduling of work for these position(s).

### Forest Service Responsibilities



1. Work cooperatively with the State according to agreed-upon roles and responsibilities to coordinate training and scheduling of work for these position(s).
  
2. Provide supplies and marking paint as needed to complete timber sale preparation
  
3. Provide silvicultural prescriptions to support sale preparation, conduct check cruising and inspection of work in a timely manner.

### Timeline & Milestones



Overall Project Timeline	Start Date	End Date
Timber sale preparation and archeological survey	04/21/2026	12/31/2028

Milestones	Start Date	End Date
Provide the support needed to complete timber sale preparation and archeological surveys for Backside, Dome, Blue Ridge South and West Hill East timber sales (approx. 600 acres)	04/21/2026	12/31/2026
Provide needed support to complete timber sale preparation and archeological surveys for Hoosac Ridge, Meadow, East Branch and Telephone Gap timber sales (approx. 600 acres)	01/01/2027	12/31/2027

**U.S. Forest Service**

**OMB 0596-0217  
FS-1500-17B**

Appendix:

USFS Agreement No.:   
Cooperator Agreement No.:

Mod. No.:

**Note: This Financial Plan may be used when:**  
**(1) No program income is expected and**  
**(2) The Cooperator is not giving cash to the FS and**  
**(3) There is no other Federal funding**

**Agreements Financial Plan (Short Form)**

**Financial Plan Matrix:** Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$28,450.00	\$447,534.00	\$11,300.00	\$0.00	\$487,284.00
Travel	\$0.00	\$3,388.00	\$0.00	\$0.00	\$3,388.00
Equipment	\$0.00	\$23,490.00	\$0.00	\$0.00	\$23,490.00
Supplies/Materials	\$4,000.00	\$3,300.00	\$0.00	\$0.00	\$7,300.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
<b>Subtotal</b>	<b>\$32,450.00</b>	<b>\$477,712.00</b>	<b>\$11,300.00</b>	<b>\$0.00</b>	<b>\$521,462.00</b>
Coop Indirect Costs		\$114,881.98	\$2,900.71		\$117,782.69
FS Overhead Costs	\$4,867.50				\$4,867.50
<b>Total</b>	<b>\$37,317.50</b>	<b>\$592,593.98</b>	<b>\$14,200.71</b>	<b>\$0.00</b>	<b>\$644,112.19</b>
<b>Total Project Value:</b>					<b>\$644,112.19</b>

<b>Matching Costs Determination</b>	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 97.80%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 2.20%
Total (f+g) = (h)	(h) 100.00%

## WORKSHEET FOR

### FS Non-Cash Contribution Cost Analysis, Column (a)

#### Salaries/Labor

##### Standard Calculation

Job Description	Cost/Day	# of Days		Total
Forester/ Project Coordinator	\$445.00	15.00		\$6,675.00
Silviculturist	\$345.00	15.00		\$5,175.00
Archeological Technican	\$385.00	20.00		\$7,700.00
Archeologist	\$445.00	20.00		\$8,900.00
<b>Total Salaries/Labor</b>				<b>\$28,450.00</b>

#### Travel

##### Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00
<b>Total Travel</b>					<b>\$0.00</b>

#### Equipment

##### Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days		Total
					\$0.00
<b>Total Equipment</b>					<b>\$0.00</b>

#### Supplies/Materials

##### Standard Calculation

Supplies/Materials	# of Items	Cost/Item		Total
Timber marking paint (cases)	20.00	\$200.00		\$4,000.00
<b>Total Supplies/Materials</b>				<b>\$4,000.00</b>

#### Printing

##### Standard Calculation

Paper Material	# of Units	Cost/Unit		Total
				\$0.00
<b>Total Printing</b>				<b>\$0.00</b>

#### Other Expenses

##### Standard Calculation

Item	# of Units	Cost/Unit		Total
				\$0.00
<b>Total Other</b>				<b>\$0.00</b>

**Subtotal Direct Costs**

**\$32,450.00**

#### Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
15.00%	\$32,450.00		\$4,867.50
<b>Total FS Overhead Costs</b>			<b>\$4,867.50</b>

**TOTAL COST**

**\$37,317.50**

## WORKSHEET FOR

# FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
VTFPR Forestry Professional		\$427.00	522.00	\$222,894.00
Forestry Specialists		\$216.00	720.00	\$155,520.00
Archeology technicians		\$216.00	320.00	\$69,120.00
<b>Total Salaries/Labor</b>				<b>\$447,534.00</b>

Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
Travel to worksite for archeological survey	2	\$847.00	2.00	\$3,388.00
<b>Total Travel</b>				<b>\$3,388.00</b>

Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Vehicle to support forestry work	1.00	\$45.00	522.00	\$23,490.00
<b>Total Equipment</b>				<b>\$23,490.00</b>

Supplies/Materials				
Standard Calculation				
Piece of Equipment		# of Items	Cost/Item	Total
Forest measurement and inventory tools per person (diameter tape, clinometer, angle gauge, increment borer, relaskop)		5.00	\$180.00	\$900.00
Timber marking and mapping supplies per person (timber marking paint guns and replacement parts, flagging, compass, gps)		5.00	\$150.00	\$750.00
Data recording/ planning supplies per person (clipboard, tally sheets, volume tables, cruising vest)		4.00	\$150.00	\$600.00
Safety and support equipment per person (hard hats, high-visibility vests, and sturdy boots, hand tools )		4.00	\$262.50	\$1,050.00
Non-Standard Calculation				
<b>Total Supplies/Materials</b>				<b>\$3,300.00</b>

Printing				
Standard Calculation				
Paper Material		# of Units	Cost/Unit	Total
				\$0.00
<b>Total Printing</b>				<b>\$0.00</b>

Other Expenses				
Standard Calculation				
Item		# of Units	Cost/Unit	Total

\$0.00

Total Other	\$0.00
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<b>Subtotal Direct Costs</b>	<b>\$477,712.00</b>
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<b>Cooperator Indirect Costs</b>
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Current Overhead Rate	Subtotal Direct Costs		Total
25.67%	\$447,534.00		\$114,881.98

<b>Total Coop. Indirect Costs</b>	<b>\$114,881.98</b>
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<b>TOTAL COST</b>	<b>\$592,593.98</b>
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**WORKSHEET FOR**

**Cooperator Non-Cash Contribution Cost Analysis, Column (c)**

**Salaries/Labor**

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Forestry Director	\$500.00	5.00		\$2,500.00
Agreement Specialist	\$400.00	4.00		\$1,600.00
HR support	\$400.00	16.00		\$6,400.00
Fleet support	\$400.00	2.00		\$800.00
<b>Total Salaries/Labor</b>				<b>\$11,300.00</b>

**Travel**

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
<b>Total Travel</b>				<b>\$0.00</b>

**Equipment**

Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
<b>Total Equipment</b>				<b>\$0.00</b>

**Supplies/Materials**

Standard Calculation				
Supplies/Materials	# of Items	Cost/Item		Total
				\$0.00
<b>Total Supplies/Materials</b>				

**Printing**

Standard Calculation				
Paper Material	# of Units	Cost/Unit		Total
				\$0.00
<b>Non-Standard Calculation</b>				
				\$0.00
<b>Total Printing</b>				<b>\$0.00</b>

**Other Expenses**

Standard Calculation				
Item	# of Units	Cost/Unit		Total
				\$0.00
<b>Total Other</b>				<b>\$0.00</b>

<b>Subtotal Direct Costs</b>	<b>\$11,300.00</b>
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**Cooperator Indirect Costs**

Current Overhead Rate	Subtotal Direct Costs		Total
25.67%	\$11,300.00		\$2,900.71
<b>Total Coop. Indirect Costs</b>			<b>\$2,900.71</b>

<b>TOTAL COST</b>	<b>\$14,200.71</b>
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