

Vermont Watershed Grants

Administration Guide & Appendices

For Project Year 2012

Vermont Agency of Natural Resources
Vermont Watershed Grants
Vermont Department of Fish and Wildlife (DF&W), Building 10 South
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Contents

Use of Funds	
Grant monies may <i>not</i> be used for	1
Policy on funding publications	1
Pre-award expenditures.....	1
Grant Award Process	1
Review of Project Applications	1
Project Rating System	1
Project Ranking	1
Notification of Approval.....	1
Grant Project Implementation	2
Payment Schedule	2
Grant Award Conditions	2
Work on public lands	2
Work on private lands.....	2
Permits or other approvals.....	2
Project Implementation.....	2
Project Agreements	2
Project Period	2
Project Reporting.....	3
Typical Watershed Grant Time Table.....	3
Purchasing and Contracts	3
Municipal Projects	3
Not-for-Profit Grant Recipients	3
Multiple Purchasing	3
Record Retention.....	4
Appendix A: Application Checklist	
Appendix B: Historic Preservation and Cultural Resource Survey	
Appendix C: Vermont Watershed Grants Citizen Review Committee 2012 Guidelines & Membership	
Appendix D: Environmental Permits & Clearances & ANR Contacts & VT ANR District Environmental Coordinators	
Appendix E: Time & Attendance Report for Force Account (Employee) Labor	
Appendix F: Donated (In-kind) Labor Report	
Appendix G: Content of Final Report & Use of Program Logo	

Use of Funds

Grant monies may *NOT* be used for:

1. Work on private land where written permission has not been granted;
2. Work on private land where landowner charges a fee;
3. Paid advertising, promotion;
4. Payment that is in conflict with 501(c)(3) regulations such as payment to board members;
5. Projects that are not in compliance with relevant state and federal laws and regulations;
6. Heavy construction equipment purchase (backhoe, tractor, etc.); and
7. Land purchases and associated costs such as appraisals.

Policy on funding publications:

Funds may be used to pay for publications for which there will not be a charge. Funds may be used for start-up costs for new publications where there is a charge, excluding the direct costs of printing. Funds may not be used for revisions and reprinting of publications where there is a charge.

Pre-award expenditures:

No grant-related expenditures shall be paid to the sponsor for any work completed prior to execution of the Project Agreement between the project sponsor and the Agency of Natural Resources. However, for projects which have been recommended for funding by the review committee, eligible project expenditures for design/engineering and supplies and materials ordered are payable under the grant if incurred no more than 60 days prior to Project Agreement. Project sponsor will receive funds per the scheduled specified in their signed Project Agreement. No on-the-ground work may begin prior to Project Agreement.

Grant Award Process

Review of Project Applications:

Completed applications will be submitted by DF&W to the seven-member Citizen Review Committee for rating and ranking. (Incomplete or late applications will not be considered for funding.) Refer to Appendices regarding Committee roles and membership.

Project Rating System:

Project applications shall be rated according to the Project Review Criteria found in the Watershed Grant Application.

Project Ranking:

Based on the rating scores, projects will be ranked in descending numerical order. Projects may be funded for less than the requested amount at the discretion of the Citizen Review Committee. Recommendations for funding will then be forwarded to the Commissioner of DF&W for approval.

Notification of Approval:

Applicants will be notified whether the project will receive funding and the amount, if approved. If any project is withdrawn, or is unable to begin by June 30, 2012, the funds may be awarded to an alternate project or reallocated in the next funding cycle. Successful applicants will be expected to sign a Project Grant Agreement.

Grant Project Implementation:

Prior to executing or initiating the project, the sponsor and the ANR will sign a standardized Project Grant Agreement which will include but not be limited to the name of the grantee, the project period, project work plan, grant amount, and payment schedule. An insurance certificate documenting evidence of insurance coverage at specified coverage limits and a completed W-9 form will be necessary before the grant agreement can be executed.

Payment Schedule:

Grants generally are divided into two payments: an advance payment made upon signing of the Project Grant Agreement, and the remaining balance upon receipt and approval of the Final Report. The advance payment to successful applicants will generally be 80% of the grant amount or \$10,000, whichever is less. Grantees will be expected to use a standardized invoice form when seeking payment. The invoice form will be provided in the Project Grant Agreement.

Grant Award Conditions**Work on public lands:**

Prior to receiving a copy of a fully executed Project Grant Agreement from the ANR, organizations and individuals receiving grant funding for work on public lands will be required to enter into a separate agreement with the public agency(s). A copy of this agreement shall be submitted to the ANR.

Work on private lands:

Any grant recipient receiving approval for work on private lands must have a signed statement from each landowner that he or she understands the work that is proposed to be done and grants permission for that work on the land. A copy shall be submitted to the ANR.

Permits or other approvals:

All local, state, and federal permits or other approvals that may be required as a result of the activities proposed under the project must be obtained from the appropriate agencies prior to receipt of the second payment under this grant (see Appendix D). A copy shall be submitted to the ANR. *In the event that any necessary permits are denied, the sponsor will be required to refund any grant monies to the ANR within 90 days of such denial.* Refer to Appendices for permit and compliance contact lists.

Project Implementation**Project Agreements:**

Upon receipt of a fully executed Project Grant Agreement, the grant recipient may initiate activities to undertake the approved scope of work. Costs incurred by sponsors prior to the ANR's execution of the Project Grant Agreement will not be eligible for funding except for pre-award expenditures as outlined on page 1.

Project Period:

Projects should be ready to begin before June 2012. Discuss any special time-table needs with the Watershed Grants office prior to applying for funds.

The completion date for each project will be stated on the Project Agreement between the sponsor and the ANR. Most project periods will be from signing of the Project Grant Agreement until January 31 of the following year; longer project periods can be arranged. Requests for an extension of time will be considered with proper justification. Properly

justified requests for extensions of the project completion date shall be granted through an Amendment. Expenses incurred after the Project Agreement expiration date will not be eligible for payment. A request for an extension of time should be made prior to the grant end date!

Project Reporting:

All sponsors will be required to submit a final report in order to receive the final payment. Refer to Appendix G for more information. At a minimum, this report should include:

- How did you meet the natural, cultural and/or recreational objectives of the project?
- Final itemized costs;
- Identification of any difficulties encountered during project implementation and administration;
- Photographs, (captioned and credited; digital copies encouraged);
- Two copies of any funded publications.

Typical Watershed Grant Timetable (months shown are approximate)

1. Grant application submitted (due December).
2. Citizen Review Committee ranks submitted projects and makes recommendations for funding. Commissioner of Fish and Wildlife approves selected projects (February).
3. Applicants are notified of decisions (February). Project Grant Agreements are drawn up between ANR and Project Sponsors (by April), specifying:
 - a. Project period, project work plan, grant amount;
 - b. Grant payment schedule; and
 - c. Any relevant conditions or requirements.
4. After signing of Project Grant Agreement and after submittal of an invoice, Project Sponsor/Grantee receives first grant payment (April-May).
5. Work begins on project (see also Pre-Award Expenditures, page 1).
6. Project is completed and Final Report is submitted (Winter, unless otherwise stated in the Project Agreement). Final Report is approved by the Watershed Grants office and final payment is made to Project Sponsor.

Purchasing and Contracts

For sponsors that need to make purchases or materials or contract for services, these are the State of Vermont guidelines which must be followed:

1. For municipal projects, the procurement procedures which are currently in place for that municipality shall apply to all grant-related procurement activities and contract work.
2. For not-for-profit grant recipients, the procurement procedures are based on the total contract amount or on the total cost of materials, equipment, or services to be purchased or contracted as follows:

\$0-\$3,500	No bids are required. Verbal agreement is acceptable. It is recommended that different suppliers be checked to be sure you are getting the best price. *
\$3,501-\$14,999	Documentation required to show that the sponsor tried to obtain at least three written quotes.
\$15,000 and Over	Formal written bids are required. Several suppliers must be given the opportunity to bid. The written bids received must be maintained in the grant recipient's files for audit purposes.

* Multiple purchasing is not permitted. For example, purchasing \$1,000.00 worth of needed materials in two \$500.00 lots to avoid soliciting three quotes as required above is not allowed.

Record Retention:

It is recommended that all program and financial records be retained by the grant recipient for official audit by the State of Vermont, or for a period of five (5) years after the final close-out date, whichever occurs first. For the sponsor's convenience, Appendices E and F contain sample time sheets and payroll registers. The following records should be maintained and made available for audit:

- Payroll register by pay period showing names, hours worked, hourly rate, benefits, deductions, gross pay and net pay;
- Final cost summary of all payroll registers;
- Time sheets signed by both employees and their respective supervisors;
- Invoices for purchased materials;
- Invoices for all design and construction costs;
- Indicate check number and date paid on each invoice;
- Canceled checks or copies thereof;
- Time & Attendance Report for Force Account Labor (if applicable);
- Copies of Payment Requests / Performance Reports.

Appendices

- A. Application Checklist
- B. Historic Preservation & Cultural Resources Survey
- C. Vermont Watershed Grants Citizen Review Committee
- D. Environmental Permits & Clearances & ANR Contacts
- E. Time & Attendance Report for Force Account (Employee) Labor
- F. Donated (in kind) Labor Report
- G. Contents of Final Report & Use of Program Logo

Appendix A: Application Checklist

This list is provided to help the project applicant ensure that all appropriate materials have been included with the grant application. Some applications will not require everything on this list, depending on the nature of the project. Contact the Watershed Grant office for clarification. Remember to submit nine (9) complete sets of all application materials, preferably on recycled paper, copied double-sided, and fastened securely.

1. Completed and signed application form
2. Project time line and/or schedule of events
3. Brief outline of proposed publications, including mock-ups if available
4. Answers to Project Review Criteria questions
5. Project Budget Summary
6. Status of local, state and federal permits which have been or will be obtained
7. Status of written landowner agreements
8. Letters of Support
9. Maps, design drawings, etc.
10. Historic Preservation Survey (All applicants must submit this survey, see Appendix B).

NOTE: Once notified of being selected to receive grant funds, applicants will be expected to complete and submit a federal W-9 form and provide documentation of insurance coverage.

Appendix B: Historic Preservation and Cultural Resource Survey

This survey is required of all applicants. ANR will coordinate with the Vermont Division for Historic Preservation as needed to satisfy any historic or archaeological concerns. The answers to the questions below will help ANR understand and resolve potential historic preservation issues at the application phase so that the project, if funded, can successfully move forward.

1. Does the project involve rehabilitation, demolition, removal of or using a building or structure that is more than 50 years old? Yes No

If yes, please describe on a separate page and provide photographs of the building or structure.

2. Does the project include excavation (to any depth) within a floodplain or within 200 feet or a river or stream? Yes No

Does the project include a stream crossing? Yes No

If yes to either, please describe on a separate page including width, length, and depth of excavation. Describe the proposed ground disturbance.

3. Are there any foundations, mill ruins, historic roads, or other historic features or sites within the project area? Yes No

If yes, please describe on separate page if and how the project will impact such features or sites.

Appendix C: Vermont Watershed Grants Citizen Review Committee 2012 Guidelines and Membership

Composition. Seven-member citizen committee which, in whole, represents the following interests to the fullest extent possible:

- Land planner, regional or town
- River association (large and small)
- Lake association (large and small)
- Cultural resources
- Recreation
- Fish and wildlife organizations
- Environmental groups
- State Legislature
- Land trusts
- Educational institution(s) or group(s)
- Major watershed groups such as Lake Champlain Basin Program, Connecticut River Joint Commission, etc.

Committee members are appointed by the Commissioner of the Vermont Department of Fish & Wildlife with advice from the ANR Watershed Grants Steering Team. Terms are two years and staggered, with a renew option at the end of each term. A list of the current Committee members is available upon request to the Watershed Grants office.

Qualifications. The persons who serve on the Committee should generally be knowledgeable of watersheds needs and issues. While individuals may be appointed because they have a background from a certain interest group, their position on the committee must be broadly representative of watershed issues and not unreasonably advocate for their interest. If a member has a personal interest in a specific project, he or she shall not participate in the ranking of that project.

Responsibilities.

- X Review and rank watershed project proposals using criteria provided by the Commissioner of Fish & Wildlife and the ANR Watershed Grants Steering Team;
- X Make recommendations to the Commissioner of Fish & Wildlife on the level of funding watershed projects should receive from the Conservation Plate Watershed Fund; and
- X Conduct an annual review of application forms and selection criteria and recommend changes to the Commissioner of Fish & Wildlife and the ANR Watershed Grants Steering Team.

Time Commitment. The work will involve one or two day long meetings during the course of the year to review and rank projects and possibly to review program objectives. There will also be significant hours of “homework” involved in reading grant applications and assigning points using established Project Review Criteria.

Compensation. The members will be compensated for out-of-pocket expenses including meals and travel at the Vermont State allowances. A per diem payment cannot be provided.

Staff Assistance. The ANR Watershed Grants Steering Team, comprised of representatives from the Departments of Fish & Wildlife and Environmental Conservation, will provide support to the Committee.

Appendix D: Environmental Permits & Clearances and ANR Contacts

It is the responsibility of the project sponsor to ensure that all appropriate local, state, and federal permits have been obtained. Following is a list of contact people for some of the typical permits and clearances which are likely to be needed for watershed grant-related projects.

U.S. Army Corps of Engineers (802) 872-2893

(For projects involving wetlands and navigable waters)

Marty Lefebvre, U.S. Army Corps of Engineers, Vermont Project
8 Carmichael St., Suite 205, Essex Jct., VT 05452

State Division for Historic Preservation (D.P.) (ANR will coordinate this review.)

State Wetlands Office: (802) 338-4879 / www.vtwaterquality.org/wetlands.htm

(Call or visit the website to find out which Regional Wetlands coordinator covers your county.)

Water Quality Div Bldg 10 North
Department of Environmental Conservation,
103 S. Main St., Waterbury, VT 05671-0408

Act 250 (for all projects): District Environmental Coordinator (see next page).

Stream Alterations Permit

(For projects involving stream crossing, stabilization, etc.)

Water Quality Division:

For Central and Southeastern Vermont: Patrick Ross, Barre Regional Office (802) 476-2679

Email: pat.ross@state.vt.us

For Western Vermont: Christopher Brunelle, Essex Regional Office (802) 879-5631

E-Mail: chris.brunelle@state.vt.us

For Northeastern Vermont: Barry Cahoon, St. Johnsbury Regional Office (802) 751-0129

E-Mail: barry.cahoon@state.vt.us

Storm Water Discharge Permit (802) 338-3834

Stormwater Section, Water Quality Division

Dept. of Environmental Cons., Building 10 North, 103 S. Main Street, Waterbury, VT 05671

Lake and Pond Encroachment Permits (802) 338-4813
Steven Hanna, Shoreland Encroachment, Water Quality Division
Dept. of Environmental Cons., 10 North, 103 S. Main Street, Waterbury, VT 05671-0408
E-Mail: steven.hanna@state.vt.us

Vermont Natural Heritage Program (ANR will coordinate this review.)

ANR District Environmental Coordinators (Act 250)

Districts #1 & 8: 802-786-5920; 440 Asa Bloomer State Office Building, Rutland, VT 05701

District #1 Coordinator: William Burke

william.burke@state.vt.us

District #8 Coordinator: Warren Foster

warren.foster@state.vt.us

Districts #2 & 3: 802-885-8855; 100 Mineral Street, Suite 305, Springfield, VT 05156

District #2 Coordinator: April Hensel

april.hensel@state.vt.us

District #3 Coordinator: Julia Schmitz

julia.schmitz@state.vt.us

Districts #4, 6, & 9: 802- 879-5614; 111 West Street, Essex Junction, VT 05452

District #4 Coordinator: Stephanie Hesson

stephanie.hesson@state.vt.us

District #6 & 9 Coordinator: Geoff Green

geoffrey.green@state.vt.us

District #5: 802- 476-0185; 324 North Main Street, Barre, VT 05641

Coordinator: Ed Stanak

ed.stanak@state.vt.us

District #7: 802- 751-0120; 184 Portland Street, St. Johnsbury, VT 05819

Coordinator: Charles Gallagher

charles.gallagher@state.vt.us

Appendix E: Time & Attendance Report for Force Account (Employee) Labor.

It is not necessary to submit this form to the Watershed Grants office as part of the Final Report. A copy should be retained in the sponsor's project files for state audit purposes.

Signature of Employee

Paid by Check #

Project Name:

Project ID #

Day/date	Work performed	To - From (time)	# Hrs.	Pay Rate	Total Paid
Sun/				\$	\$
Mon/					
Tue/					
Wed/					
Thu/					
Fri/					
Sat/					
				Total	\$

Time and Attendance Reports for *each* sponsor employee must show data for the full week (or pay period). The hours spent on the project should be specified and marked as to task performed. The reports should be signed by the employee, indicate the rate of pay, and show the check number covering the wages. Sponsor is not required to submit canceled payroll checks. If the sponsor has a computerized payroll system or signed time sheets which shows at least this much information, it may be used instead.

Appendix G: Contents of Final Report & Use of Program Logo.

Watershed Grant Final Report

The following information must be included as part of the Final Report submittal.

- 1. Project Name:**

- 2. Project Sponsor:**

- 3. Project Location and Description:**

- 4. Describe your accomplishments relative to each task in your Work Plan as contained in the Grant Agreement.**

- 5. Benefits to the watershed:**

- 6. Benefits to the community:**

- 7. Please submit two to four photographs of your project and submit them with the hard copy of your final report. If possible, please also submit these images electronically, via email to the grant administrator.**

- 8. Please submit copies or photographs documenting how you used the license plate logo to explain where you received support for your project.**

Watershed Grants – 2012 – Expenditures

Project name:

Grant Award #:

<i>Expense/Item</i>	<i>Grant funds</i>	<i>Other funds (cash & in-kind)</i>	<i>Total Cost</i>
<i>Administrative Overhead</i>	\$	\$	\$
	\$	\$	\$
<i>Direct Labor</i>	\$	\$	\$
	\$	\$	\$
<i>Purchased Materials and Services</i>	\$	\$	\$
	\$	\$	\$
<i>Map, Plan or Publication Costs</i>	\$	\$	\$
	\$	\$	\$
<i>Other Costs</i>	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTALS	\$	\$	\$

Watershed Grant Logo

The Grantee agrees to use the Conservation License Plate Logo in written or public materials or presentations reporting on the project as well as all publications, public events, annual reports, and permanent structures that describe or represent the work conducted under this grant shall include an acknowledgement of the Watershed Grant and the Conservation License Plate Program making use of the logo provided below:



This project was funded in part by a
Vermont Watershed Grant.

This image is available for downloading at the website: http://www.anr.state.vt.us/dec/waterq/lakes/htm/lp_watershedgrants.htm

The Vermont Agency of Natural Resources is an equal opportunity agency and offers all persons the benefit of participating in each of its programs and completing in all areas of employment regardless of race, color, religion, sex, national origin, age, disability, sexual preference, or other non-merit factors.

This document is available upon request in large print, Braille, and audio cassette.

