



FORESTS, PARKS & RECREATION

VERMONT



AGENCY OF NATURAL RESOURCES

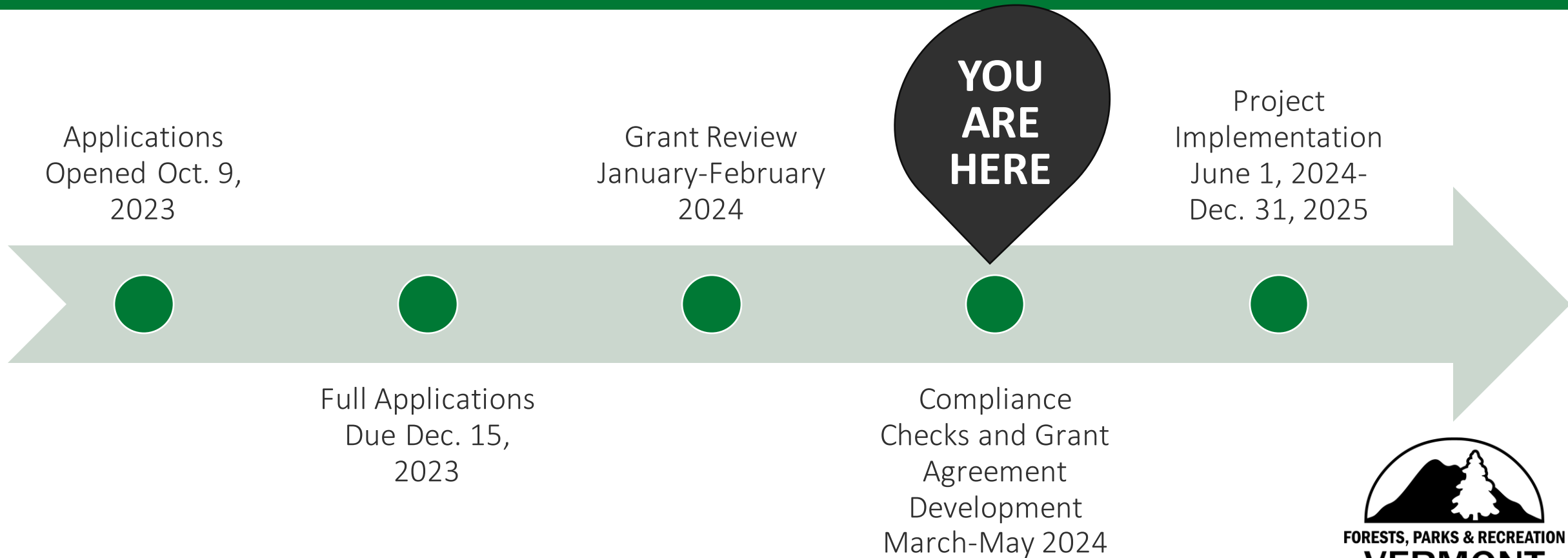
MANAGING A VOREC COMMUNITY GRANT – 2024 WEBINAR

Lauren Pyle, Outdoor Recreation Grants Manager

WELCOME



2023 VCGP Timeline



Agenda

- Introductions
- Grant Agreement Process
- Digging in: Scopes of Work, Reporting, Reimbursements
- Next Steps
- Q&A

CONGRATULATIONS!

We received 127 applications seeking more than \$21 million in requests.

51 Applications have advanced to the compliance check phase!

Introductions



Lauren Pyle



Brian Carlson



Claire Polfus

Email:

ANR.FPRrecreationGrants@vermont.gov



What is a Grant Agreement?

The official document that validates you have received a grant!

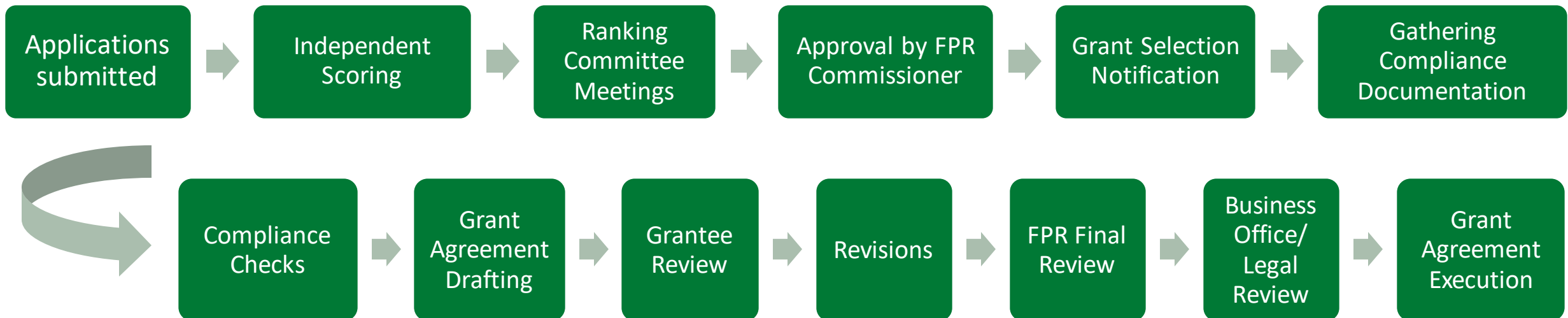
Your one-stop place for everything you need to know:

- Scope of work
- Budget
- Reporting Requirements
- Reimbursement Requirements
- Compliance Requirements

Your grant agreement is a legal contract.



What Happens During the Grant Agreement Process?



What a Grant Agreement Covers



Scope of Work



Reporting



Purchasing and
Reimbursements



Compliance

Part 1

FEDERAL FUNDS <i>(includes subrecipient Global Commitment funds)</i>					Award Information		
³¹ ALN#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
				\$0.00			
³⁹ Federal Awarding Agency:			⁴⁰ Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
				\$0.00			
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		\$0.00	\$0.00	\$0.00			
SECTION IV - CONTACT INFORMATION							
⁴¹ STATE GRANTING AGENCY				⁴² GRANTEE			
NAME: Lauren Pyle				NAME:			
TITLE: Outdoor Recreation Grants Manager				TITLE:			
PHONE: (802) 636-7684				PHONE:			
EMAIL: ANR.FPRRecreationGrants@vermont.gov				EMAIL:			

Form Effective 12/26/2014
Revised: 1/1/2024

Part 2

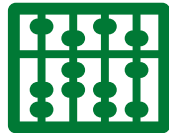
- Grant Agreement Part 2 – Grant Agreement
- Attachment A – Scope of Work to be Performed
- Attachment B – Payment Provisions
- Attachment C – Standard State Provisions for Contracts and Grants
- Attachment D – Project Map
- Attachment E – Project Budget
- Attachment F – Landowner Permissions
- Attachment G – Standard Guidelines for Outdoor Recreation Assets

Attachment A: Scope of Work



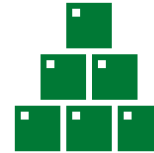
Project Components

Contractual description of the work



Metrics

What you will measure to report success



Deliverables

Your final products – what we'll be able to see at the end



Other Provisions

Bulletin 3.5, Equipment, Permits

Project Components and Metrics

- Scope is written in a brief, bulleted list of the essential core components to define success.
 - When in doubt: narrow range, “at least,” “up to”
- A metric is a measurable, accomplishable item that we will add to your grant agreement as a performance measure = accountable measure of success

Example Metrics

- Miles of new universally accessible trails
- Number of new universally accessible (UA) trailside facilities
- Miles of existing trails to be maintained
- Number of trail bridges to be constructed or restored
- Number of new culverts to be installed
- Number of new trailhead parking areas to be constructed
- Number of trailside facilities to be constructed or restored
- Number of people reached via education programs
- Number of passenger vehicle parking spaces at trailhead parking area
- Number of new trail signs
- Miles of snow trails to be groomed



Photo Credit:
Town of Johnson, 2020 RTP



Photo Credit:
East Montpelier
Trails, 2021 RTP



Photo Credit:
VT Huts, 2021 RTP

Purchasing Requirements

- Procurement process must be efficient and cost-effective, promote fair and open competition, guard against favoritism, fraud, and corruption, and protect public investment
 - If you have written procedures, you can follow those. If not, you must follow the requirements in Bulletin 3.5.
- **For Implementation, Project Development, and Outdoor Equity: You cannot sign any contracts or make any purchases prior to grant agreement execution if you want to be reimbursed!!!**



Photo Credit: Killington,
2022 VCGP

Equipment Requirements

Equipment **purchases** (valued over \$5,000 for a single item) must be retained by grantee and **only used for work on this project** – even after the grant end date.

Generally, equipment purchases come with additional reporting and record-keeping requirements.

If your proposal includes equipment, we'll follow up with you individually.



Financial Documentation Requirements

You must keep documentation for all expenses and match on file:

- **Expense Documentation:** Copies of invoices (itemized!), receipts (itemized!), labor report forms, timesheets, etc.
- **Payment Documentation:** Pay stubs, check records, credit card payment records, etc.
- **In-Kind Match Documentation:** Statements or invoices with donated services/materials, volunteer sign-in forms, etc.

Staff vs. Contractors

Both are eligible to use for VCGP projects, but documentation is different!

- Contractor = competitive quotes + invoice(s)
- Staff = labor report (itemized description of time spent on the project) + timesheet (log of hours worked)



Photo Credit: Killington,
2022 VCGP



Photo Credit:
Newbury, 2022 RTP



Photo Credit:
Newbury, 2022 RTP

Reporting

Progress Reports – online form

- Quarterly, at maximum, submitted with a reimbursement request
- Annually, at minimum

Final Report

- Documentation of physical deliverables: Photos of pre-improvement condition, construction/site work, and completed project components
- Documentation of any digital deliverables (e.g. reports, plans, PDF files, links)
- Reports on any defined metrics
- Final progress report

Attachment B: Payment Provisions

Remember, this is a reimbursement grant!

- Only what's in your agreement can be reimbursed.
- The award amount on your agreement cannot increase if actual costs are different from budgeted. Any overage is responsibility of grantee.

Budget Flexibility

We will be reworking your budget to be organized by project component. Budget line changes over 25% need FPR Approval before moving forward!

Ex: \$10,000 Budgeted for Youth Program A.
25% = \$2,500

Expenses \$12,500 or lower don't need approval, but \$12,501 and above prompts an amendment.



What You Need to Know About Reimbursements

What We Need:

- Invoice to FPR for the amount to be reimbursed
- Itemized reimbursement spreadsheet
- Progress report
- Plus additional, depending on risk assessment

How Often?

- Once every 3 months, at maximum
- Generally takes 4-6 weeks from date submitted to receiving the check

Risk Assessments

Our Business Office determines risk:

- Dollar Amount of Grant
- Project Complexity
- Organizational Risk (*based on the questionnaire*)

Risk Determinations:

- Low
- Medium
- High



Attachment E: Budget

Organized by project component – so you can figure out how to achieve those results!

- *Ex: Deciding whether to use staff time vs. contracting it out*
- *Ex: If your plans for sign design come in under budget, you can spend more on sign supplies*

Ineligible expenses:

- Expenses that don't match your scope or lack documentation
- Any stipends, scholarships, transportation stipends, or other direct cash payments to participants or community advisors.
- Subgrants to other organizations *unless noted as partners in scope*
- Expenses ineligible for your track (see [Application Guidance](#))
- Expenses incurred for any work or purchases before the grant agreement is signed
 - *Exception: Flood Recovery can ask for reimbursement dating back to July 11, 2023*
- Administrative costs over 10%



Photo Credit: North Branch
Nature Center, 2022 RTP

Other Attachments

Attachment C – Standard State Provisions for
Contracts and Grants

Attachment D – Project Map

Attachment F – Landowner Permissions*

Attachment G – Standard Guidelines for
Outdoor Recreation Assets

**For projects with construction*





Photo Credit:
Newbury, 2022 RTP

The Amendment Process: Because projects change – but it's work!

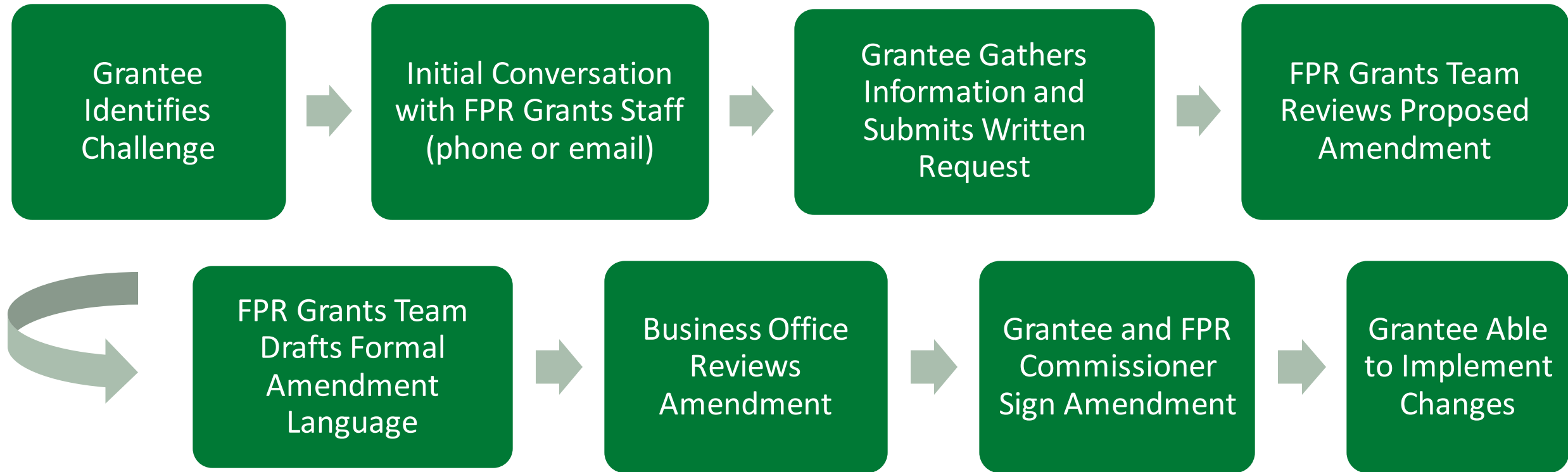
Amendments address changes in budget category allocation, end date, scope of work.

Example conditions that can trigger an amendment:

- State or national-level major events (ex: pandemic, 2023 flooding)
- Planning/permitting results that require plans to change
- Other documented, substantial changes to budget or scope that have occurred since the grant agreement was signed.

Not “We just changed our plan”

The Amendment Process



A scenic landscape featuring a range of mountains in the background, a dense forest of evergreen trees in the foreground, and a misty lake or valley in the middle ground. The text "NEXT STEPS" is centered in white, bold, uppercase letters, with a thin white horizontal line underneath it.

NEXT STEPS

Next Steps

Wait To Get Started!

- Do NOT start working YET.
 - *Except Flood Recovery!*
- Be on the lookout for emails from us.
 - First compliance confirmation, then draft grant agreements
 - Read your draft grant agreement in detail – and send us requested edits **using track changes!**



Sharing the News

We'll be in touch as soon as we have confirmed you've cleared the compliance check.

FPR is planning a press release after compliance checks are complete – we'll let you know as soon as we have a date so you can leverage our communications!

Next Steps

Permitting

- If your project involves construction, be sure to follow through on engaging with the specialists identified in your Permit Navigator report!
 - Even if you own the land or are working in an existing footprint, this is REQUIRED.
 - Also permits take time, and remember, you cannot start any construction work without all the required permits in hand and get reimbursed.

Next Steps

Landowner Permission

- Needed for any construction or maintenance projects where the applicant doesn't own 100% of the land in full.
- Landowner permission documentation is *required* for the grant agreement!
 - *If you didn't submit it with the application, start securing that NOW!*
 - *Forms available on [our website](#).*



Stay in Touch!

- When we send you an email, we need a response before we can move forward!
 - Even if the draft looks good, please send a confirmation.
- Your prompt response is a critical step for allowing your project to start on time.

Email

ANR.FPRRecreationGrants@vermont.gov





FORESTS, PARKS & RECREATION

VERMONT



AGENCY OF NATURAL RESOURCES

Questions and Answers

