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STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
DIVISION OF FORESTS AND LANDS

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 271-2214 Fax: 271-6488 www.nhdf.org

November 1, 2016

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

NOV 01 2016

**REQUESTED ACTION**

- 1) Authorization is requested for the Department of Resources and Economic Development, Division of Forests and Lands to budget and expend \$16,000 from USDA Forest Service Consolidated Grants for the purpose of funding a projected deficit in the benefits class of the Urban Forestry Assistance Fund, effective upon Governor and Executive Council approval through June 30, 2017. 100% Federal Funds
- 2) Authorization is requested for the Department of Resources and Economic Development, Division of Forests and Lands to accept and expend a USDA Forest Service Diversity Internship Grant in the amount of \$20,000, effective upon Governor and Executive Council approval through September 30, 2017. 100% Federal Funds

Urban Forestry Assistance 03-35-35-351010-35470000 FY 2017					
Class	Account	Description	FY 2017 Current Budget	Requested Action	FY 2017 Revised Budget
<b>Revenue</b>					
000	403073	Federal Funds	(\$143,948)	(\$36,000)	(\$179,948)
<b>Appropriations</b>					
010	500100	Personal Services – Permanent	\$58,849		\$58,849
018	500106	Overtime	6,000		6,000
020	500200	Current Expenses	21,053	5,034	26,087
023	500210	Heat-Electricity-Water	8,954		8,954
039	500188	Telecommunications	3,194		3,194
040	500800	Indirect Costs	6,524	2,028	8,552
041	500801	Audit Fund Set Aside	185	20	205
042	500620	Additional Fringe Benefits	10,048		10,048
050	500109	Personal Services – Temporary	10,000	12,000	22,000
060	500601	Benefits	29,512	16,918	46,430
070	500705	In State Travel Reimbursement	3,500		3,500
072	500574	Grants Federal	6,159		6,159
080	500710	Out of State Travel Reimbursement	4,000		4,000
<b>Total:</b>			<b>\$167,978</b>	<b>\$36,000</b>	<b>\$203,978</b>

## EXPLANATION

The Division of Forests and Lands Urban and Community Forestry Program provides education and technical assistance to individuals and communities state-wide regarding the management and maintenance of street trees and community forests. This program is supported by grants received from the USDA Forest Service, Cooperative Forestry Assistance Program. A portion of the grant funds are used to support the Community Forestry Specialist position within the Division of Forests and Lands.

The purpose of this request is to:

- 1) Budget additional funds needed to cover a deficit in the benefits class line of the Urban Forestry Assistance Fund (3547). This deficit resulted when the former Community Forestry Specialist, whose benefit classification was individual, was replaced by an employee requiring family benefit coverage.
- 2) Accept and expend a \$20,000 USDA Forest Service Diversity Internship Grant awarded to the Division of Forests and Lands to provide technical assistance to communities, conduct community tree inventories and deliver urban forestry education programs. A portion of the grant will also be used to conduct Universal Access Trail Building workshops at the Urban Forestry Center in Portsmouth.

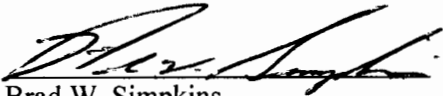
The total amount of grant funds available for Urban Forestry Assistance is \$305,632. This amount represents grant funds from 3 federal grants, i.e. Grant # 13-DG-11420004-254 in the amount of \$20,000, Grant # 14-DG-11420004-162 in the amount of \$142,665; and Grant # 15-DG-11420004-200 in the amount of \$142,967.

The original budget for FY 2017 is \$167,978. The requested additional amount of \$36,000 brings the overall FY 2017 budget to \$203,978.


Respectfully submitted,

Concurred,

(RW)



Brad W. Simpkins  
Director



Jeffrey J. Rose  
Commissioner

<b>STATE OF NEW HAMPSHIRE</b> <b>DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT</b> <b>DIVISION OF FOREST &amp; LANDS - Urban Forestry Assistance</b> <b>FISCAL SITUATION</b> <b>October 2016</b>		
<b>010-035-351010-35470000</b>	<b>FY 17</b>	<b>Time Period</b>
<b>Federal Grant Funds Available</b>		
<b>US Forest Service Grants-Urban Forestry</b>		
FY 14 14-DG-11420004-162	\$142,665	10/1/13 to 9/30/17
FY 15 15-DG-11420004-200	\$142,967	10/1/14 to 9/30/18
FY 13 13-DG-11420004-254	\$20,000	7/1/13 to 9/30/17
<b>Total Available Funds</b>	<b>\$305,632</b>	
<b>Funds Available</b>	<b>\$305,632</b>	
<b>Amount Budgeted</b>	<b>\$167,978</b>	<b>7/1/16 to 6/30/17</b>
<b>Funds Available over Budget</b>	<b>\$137,654</b>	
<b>Amount Reserved for Future Periods</b>	<b>\$101,654</b>	<b>7/1/16 to 9/30/18</b>
<b>Additional Appropriation Request</b>	<b>\$36,000</b>	

**Urban Forestry Assistance Fund Account 35470000  
Detailed Budget – Additional Funds FY17**

<b>Item</b>		<b>Amount</b>
Current Expense	Office supplies and outreach material in support of workshops, building materials.	\$5,034.00
Indirect Cost	Required of grant	\$2,028.00
Audit Set-Aside	Required of grant	\$20.00
Personnel – Temporary	Community technical assistance	\$12,000.00
Benefits	Additional amount needed for Community Forestry Specialist and benefit amount for temporary personnel	\$16,918.00
<b>Total</b>		<b>\$36,000.00</b>

FEDERAL FINANCIAL ASSISTANCE  
AWARD OF DOMESTIC GRANT 13-DG-11420004-254  
Between The  
NEW HAMPSHIRE DEPARTMENT OF RESOURCES AND ECONOMIC  
DEVELOPMENT  
And The  
USDA, FOREST SERVICE  
NORTHEASTERN STATE AND PRIVATE FORESTRY  
UNDER FOREST SERVICE

Project Title: DIVERSITY INTERN

Upon execution of this document, an award to NH DRED, hereinafter referred to as "The recipient," in the amount of 20,000, is made under Cooperative Forestry Assistance Act of 1978, Title 16, Part 2105, Section 9, Public Law 95-313, 92 Stat. 365. NH DRED accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated August 13, 2013, and the attached U.S. Forest Service provisions, 'U.S. Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

All required reports must be sent to [nagrants@fs.fed.us](mailto:nagrants@fs.fed.us) for internal recordkeeping and processing. Annual reports are due for period ending December 31<sup>st</sup> of each year. A pen/ink change has been made to the CFDA number on the Application for Federal Assistance (SF-424) block #10 and (424A) block #1 to reflect the Urban and Community Forestry Program, 10.675

**IMPORTANT:** In light of the current Western Fire situation and fire funding transfer, we cannot guarantee that funds will be obligated for this project at this time. However, we are continuing to process your grant and need you to submit the countersignature page to the Forest Service Grants Specialist as soon as possible. You will be notified if this project has been fully funded and obligated.

This is an award of Federal financial assistance and is subject to 7 CFR 3016 Uniform Administrative Requirements, 2 CFR 225 Cost Principles, and OMB Circular A-133 as implemented by USDA regulation 7 CFR 3052. All Federal and Recipient matching/cost-share contributions are subject to all relevant OMB Circulars and Code of Federal Regulations.

The OMB Circulars are available on the internet at [http://www.whitehouse.gov/omb/grants\\_default/](http://www.whitehouse.gov/omb/grants_default/). Electronic copies of the CFRs can be obtained at the following internet site: <http://www.gpoaccess.gov/cfr/index.html>. If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at 610-557-4131, Vickie M. Caldwell



modification approval



USDA Forest Service

OMB 0596-0217  
FS-1500-19

**MODIFICATION OF GRANT OR AGREEMENT**

PAGE	OF PAGES
1	2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 13-DG-11420004-254		2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:		3. MODIFICATION NUMBER: A1	
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Tony L. Ferguson, Area Director Northeastern Area State & Private Forestry 11 Campus Blvd., Suite 200 Newtown Square, PA 1907 vcaldwell@fs.fed.us / 610-557-4131			5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): John Parry USDA Northeastern Area, S&PF Forest Health Protection jparry@fs.fed.us/603-868-7688		
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Mr. Brad Simpkins Division of Forest and Lands New Hampshire Department of Resources and Economic Development 172 Pembroke Road Concord, NH 03302 brad.simpkins@dred.state.nh.us/603-271-2214 leslie.sherman@dred.state.nh.us/603-271-2214 x312			7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):		

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: This action extends the ending date to September 30, 2017
<input type="checkbox"/>	CHANGE IN FUNDING:
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input checked="" type="checkbox"/>	OTHER (Specify type of modification): REBUDGET

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

John Parry, Program Monitor approves this request as written for time extension and rebudget.

Except as set forth above, all other terms and conditions of the agreement shall remain the same, unchanged, and in full force and effect.

**10. ATTACHED DOCUMENTATION (Check all that apply):**

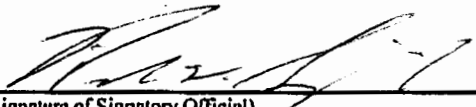
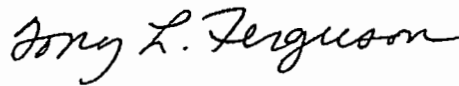
- Revised Scope of Work
- Revised Financial Plan
- Other:

**11. SIGNATURES**

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED



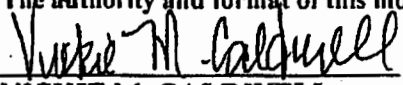
**GRANT/AGREEMENT.**

11.A. SIGNATURE 	11.B. DATE SIGNED 10/1/15	11.C. U.S. FOREST SERVICE SIGNATURE 	11.D. DATE SIGNED 9/29/15
(Signature of Signatory Official)		(Signature of Signatory Official)	

11.E. NAME (type or print): Brad Simpkins	11.F. NAME (type or print): TONY L. FERGUSON
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11.G. TITLE (type or print): Director	11.H. TITLE (type or print): Area Director
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**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:  VICKIE M. CALDWELL U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED 9/29/15
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