

State of Vermont
Department of Finance & Management
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Agency of Administration

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MEMORANDUM

TO: Secretaries; Deputy Secretaries; Commissioners; Deputy Commissioners; and Exempt Department Heads
CC: All Business Managers; Budget Analysts; Brad Ferland; Tori Pesek; Matt Riven
FROM: Jim Reardon, Commissioner
RE: Irene – Expedited Grant Review Process; Revised Irene Coding Matrix
DATE: September 15, 2011

Attached please find new Tropical Storm Irene related documents: 1) a letter from the Joint Fiscal Committee which includes an Irene Related Temporary Expedited Grant Review Process; and 2) a revised Irene Coding Matrix.

1. TROPICAL STORM IRENE TEMPORARY EXPEDITED GRANT REVIEW POLICY:

At their September 13, 2011 meeting, the Joint Fiscal Committee (JFC) approved an Irene related temporary expedited Grant Review process. Please read the JFC letter and familiarize yourself and your staff with the temporary process.

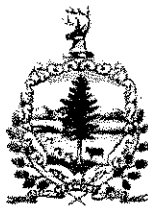
2. REVISED IRENE CODING MATRIX:

We have established a fifth VISION “Class Code” to be used for all receipts, grants received, donations and gifts – federal and non-federal related to tropical storm Irene. Coding for receipts – monetary as well of goods of value - related to IRENE will be tracked using the new “Class Code” #80000. The four previously issued “Class Codes” will continue to be used for all costs/expenditures for the designated event locations. Please replace your previous one-page Coding Matrix with the one attached hereto.

SPECIAL CLASS CODES FOR “IRENE”					
RECEIPTS	SPECIAL CLASS CODES FOR “IRENE” COSTS (EXPENDITURES)				
	Waterbury	Rutland	Bennington	Windsor	Other Location?
80000	80001	80002	80003	80004	Call (802) 828-0675

Questions should be addressed to Deputy Commissioner Sue Zeller [susan.zeller@state.vt.us or 802-828-6448] or to your Budget Analyst.





STATE OF VERMONT
JOINT FISCAL COMMITTEE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Senator Cummings, Chair, Joint Fiscal Committee
Date: September 14, 2011
Subject: Tropical Storm Irene Grant/Donation Policy Update

Dear Commissioner Reardon,

Yesterday, the Joint Fiscal Committee adopted a special grant/donation acceptance policy for gifts related to the process of recovery from damages inflicted by tropical storm Irene. As you know, state law (32 V.S.A. § 5) prohibits state acceptance of grants/donations without approval from the Governor and Legislature (via the Joint Fiscal Committee). This new policy is intended to accelerate acceptance of donations to the State, and was developed jointly by Legislative branch and Executive branch staff.

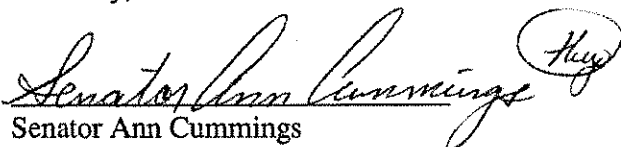
The Joint Fiscal Committee adopted this policy secure in the knowledge that the Executive branch will develop a 24 hour approval process that ensures grants/donations are submitted to the Joint Fiscal Office promptly. The Secretary of Administration made clear the intention to develop such a policy in his letter dated September 2, 2011.

We are concerned that agencies understand that gifts and grants must still be acknowledged and accepted, albeit through the new expedited policy. This process will ensure transparency and compliance with existing law.

We ask that you take such action as is necessary to develop the Executive branch policy, and disseminate it along with the Joint Fiscal Committee policy, to all relevant agencies and departments so that we can put this expedited policy to work for Vermonters.

Vermonters are eager to assist their neighbors in this recovery effort. This policy will allow the State to accept their generosity without delay.

Sincerely,


Senator Ann Cummings
Chair, Joint Fiscal Committee

cc: Joint Fiscal Committee
Jeb Spaulding, Secretary of Administration

**Joint Fiscal Committee
Tropical Storm Irene Temporary Expedited Grant Review Policy**

Expedited approval under 32 V.S.A. § 5 may be granted for all grants or donations directly related to Hurricane Irene cleanup and repair.

The 30 day committee review period will be waived, and the Governor's approval shall be considered final, if the following conditions are met:

1. The grant/donation is submitted to the Joint Fiscal Office on or before November 7, 2011.
2. The grant/donation submitted to the Joint Fiscal Office includes all of the information required under 32 V.S.A. § 5(a)(1).
3. The grant/donation is directly related to Hurricane Irene cleanup and repair.
4. The amount of the grant/donation does not exceed \$100,000.
5. Acceptance of the grant/donation does not bind the State to future action or force the State to incur a future cost
6. The total value of grants/donations accepted under this policy does not exceed \$1,000,000

The Joint Fiscal Office shall provide notification of acceptance to the Agency of Administration of eligible grants/donations approved under this policy within 24 hours of submission.

The Joint Fiscal Office shall present a list of grants/donations submitted under this policy to the Joint Fiscal Committee at the first Joint Fiscal Committee meeting subsequent to the expiration of the acceptance period.

TITLE 32

Taxation and Finance

CHAPTER 1. GENERAL PROVISIONS

§ 5. Acceptance of grants

(a) No original of any grant, gift, loan, or any sum of money or thing of value may be accepted by any agency, department, commission, board, or other part of state government except as follows:

(1) All such items must be submitted to the governor who shall send a copy of the approval or rejection to the joint fiscal committee through the joint fiscal office together with the following information with respect to said items:

- (A) the source of the grant, gift or loan;
- (B) the legal and referenced titles of the grant;
- (C) the costs, direct and indirect, for the present and future years related to such a grant;
- (D) the department and/or program which will utilize the grant;
- (E) a brief statement of purpose;
- (F) impact on existing programs if grant is not accepted.

(2) The governor's approval shall be final unless within 30 days of receipt of such information a member of the joint fiscal committee requests such grant be placed on the agenda of the joint fiscal committee, or, when the general assembly is in session, be held for legislative approval. In the event of such request, the grant shall not be accepted until approved by the joint fiscal committee or the legislature. The 30-day period may be reduced where expedited consideration is warranted in accordance with adopted joint fiscal committee policies. During the legislative session the joint fiscal committee shall file a notice with the house and senate clerks for publication in the respective calendars of any grant approval requests that are submitted by the administration.

(3) This section shall not apply to the acceptance of grants, gifts, donations, loans, or other things of value with a value of \$5,000.00 or less, or to the acceptance by the department of forests, parks and recreation of grants, gifts, donations, loans, or other things of value with a value of \$15,000.00 or less, provided that such acceptance will not incur additional expense to the state or create an ongoing requirement for funds, services, or facilities. The secretary of administration and joint fiscal office shall be promptly notified of the source, value, and purpose of any items received under this subdivision. The joint fiscal office shall report all such items to the joint fiscal committee quarterly.

(b) In accordance with subsection (a) of this section, in conjunction with a grant, a limited service position request for a position explicitly stated for a specific purpose in the grant, may be authorized. The position shall terminate with the expiration of the grant funding unless otherwise funded by an act of the general assembly. Such authorized limited service positions shall not be created until the appointing authority has certified to the joint fiscal committee that there exists equipment and housing for the positions or that funds are available to purchase equipment and housing for the positions. (Added 1971, No. 260 (Adj. Sess.), § 29(a); amended 1977, No. 247 (Adj. Sess.), § 186, eff. April 17, 1978; 1983, No. 253 (Adj. Sess.), § 248; 1995, No. 46, § 52; 1995, No. 63, § 277, eff. May 4, 1995; 1995, No. 178 (Adj. Sess.), § 416, eff. May 22, 1996; 1997, No. 2, § 72, eff. Feb. 12, 1997; 1997, No. 66 (Adj. Sess.), § 60, eff. Feb. 20, 1998; 2007, No. 65, § 394; 2009, No. 146

(Adj. Sess.), § B15; No. 156 (Adj. Sess.), § E.127.2, eff. June 3, 2010.)

SPECIAL CLASS CODES FOR TROPICAL STORM "IRENE" COST TRACKING			(V.2 Revised 9/15/2011)
IRENE COST CATEGORIES	APPLIES TO:	COMMENTS/DESCRIPTION	VISION CLASS CODE by event location (1)
ALL RECEIPTS	All federal and non-federal receipts, grants, gifts and donations related to Irene	Funds received from FEMA and all other federal agencies for Irene relief and recovery; insurance proceeds; monetary donations; and other gifts of value received for Irene relief.	Irene -- Receipts = 80000
REAL PROPERTY	State owned or leased buildings	Includes: clean up, repair and replacement costs for building structure and site, fit-ups, electrical systems, HVAC, walls, engineering, fixtures, general contractors, heavy equipment, etc.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
STATE PERSONAL PROPERTY	State owned goods, supplies and equipment not part of the building	Includes desk, chairs, file cabinets, shelving, copiers, phones, cell phones, computers, laptops, other IT peripherals, office supplies, etc.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
EMPLOYEE PERSONAL PROPERTY	Employee owned goods	Includes employee owned personal items of value; not state provided goods. A SPECIAL CLAIMS APPROVAL PROCESS & FORMS WILL BE ISSUED; CLAIMS MAY NOT BE REIMBURSED BY AGENCIES AND DEPARTMENTS.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
RELOCATE EMPLOYEES TO NEW WORK LOCATION	Cost of relocating a displaced employee to a new work location	Includes computer hook up; office rental expense; purchases or rental of desks, chairs, equipment, etc.; cost of physical move of employees to temporary or new work locations.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
PAYROLL AND EXPENSE REIMBURSEMENT -- IRENE RELATED	See Dept. Human Resources instructions for coding timesheets and expense reimbursement.		Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
PURCHASES OF NEW GOODS AND SERVICES; IRENE RELATED ONLY	All goods and services for which statewide contracts exist	Purchased MUST be made via the statewide contract by issuing a Purchase Order against the contract.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
	If no statewide contract exists	Follow Bulletin 3.5 requirements -- USE SPECIAL IRENE EXPEDITED FORM AA-14 AT: http://finance.vermont.gov/forms	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
	P-CARD Purchases	All Irene related line items, regardless of whether you code P-Card purchases directly on the Bank of America site, or code when you receive the BGS billing.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
	Lost or damaged equipment not being replaced	Desks, chairs, computers, equipment, goods, trash, rubbish -- if you are not replacing it - no special tracking required.	Irene -- Waterbury = 80001 Irene -- Rutland = 80002 Irene -- Bennington = 80003 Irene -- Windsor = 80004
TRASHED ITEMS AND RUBBISH			CODE AS USUAL
(1) If you have costs for a location other than the four designated, please call Financial Operation at (802) 828-0675 for clarification.			