



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 3, 2011
Subject: JFO #2533

The following grant/donation has been accepted in accordance with the Joint Fiscal Committee's Tropical Storm Irene Temporary Expedited Grant Review Policy:

JFO #2533 – \$1,150 worth of office furniture (nine cubicles, five desks) from Denis, Ricker & Brown. This furniture will be used for workers from the Waterbury State Office Complex displaced due to Tropical Storm Irene.
[JFO received 11/02/11]

The Governor's approval may now be considered final. Please inform the Secretary of Administration and your staff of this action.

cc: Michael Obuchowski, Commissioner
Neale Lunderville, Irene Recovery Officer

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

SFO 2533

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	Nine Cubicles and five desks that serve as workstations for displaced workers at 379 South Barre Rd in South Barre were donated by Denis, Ricker, & Brown Inc. in the wake of Tropical Storm Irene.				
Date:	10/21/2011				
Department:	Buldings and General Service				
Legal Title of Grant:	Furniture Donation from Denis, Ricker, & Brown Inc.				
Federal Catalog #:					
Grant/Donor Name and Address:	Denis, Ricker, & Brown Inc., 17 State St., Suite 1, Montpelier, VT				
Grant Period:	From:	9/22/2011	To:	9/22/2011	
Grant/Donation					
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$1,150	\$	\$	\$1,150	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:	Disaster Related Donation. No positions to be created. Does not commit the state to any future expenditures.				
Department of Finance & Management				<i>Sy</i>	(Initial)
Secretary of Administration				<i>ND 10/21/11</i>	(Initial)
Sent To Joint Fiscal Office				<i>10/31/11</i>	Date

*BEK
10/21/11*

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JOINT FISCAL OFFICE



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Administration			
2. Department:	Buildings and General Services			
3. Program:	Irene Recovery			
4. Legal Title of Grant:	Furniture Donation from Denis, Ricker, & Brown, Inc.			
5. Federal Catalog #:				
6. Grant/Donor Name and Address:	Denis, Ricker, & Brown, Inc., 17 State St, Suite 1, PO Box 565, Montpelier, Vermont			
7. Grant Period:	From:	9/22/2011	To:	9/22/2011
8. Purpose of Grant:	Office furniture for displaced workers from Waterbury State Office Complex due to Tropical Storm Irene			
9. Impact on existing program if grant is not Accepted:	\$22,500 in new furniture expense			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2012	FY	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$1,150	\$	\$	
Grants	\$	\$	\$	
Total	\$	\$	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source)	\$	\$	\$	
Total	\$1,150	\$	\$	
Appropriation No:		Amount:		\$
				\$
				\$
				\$
				\$
				\$
				\$
		Total		\$
PERSONAL SERVICE INFORMATION				

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Michael J. Bruchowski</i>	Date: 10/13/2011
	Title: Commissioner of Buildings and General Services	
	Signature: <i>Susan Odell</i>	Date: 10/21/11
	Title: Commissioner of Finance and Management	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) <i>[Signature]</i> Deputy	Date: 11/21/11
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <i>[Signature]</i>	Date: 10/28/11
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

- | | |
|---|--|
| <input type="checkbox"/> Request Memo
<input type="checkbox"/> Dept. project approval (if applicable)
<input type="checkbox"/> Notice of Award
<input type="checkbox"/> Grant Agreement
<input type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Form AA-1PN attached (if applicable) |
|---|--|

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



Buildings & General Services
Property Management Services
4 Governor Aiken Avenue
Montpelier, VT 05633-7001

[phone] 802-828-3390
[fax] 802-828-6501

Agency of Administration

DISASTER RELATED REQUEST

MEMORANDUM

TO: James Reardon, Commissioner of Finance and Management

FROM: Debra Baslow, BGS Environmental Engineer

DMB

DATE: October 13, 2011

SUBJECT: Forms for Donation Acceptance for Rent and Furniture

Please find the Pre-Notice Form AA-1PN and the Request Form AA-1 attached to this memo requesting the acceptance of rent and furniture from IBM Corporation, Rock of Ages Corporation, and Denis, Ricker, & Brown, Inc. The donations are two months of rent (valued at \$116,666.66) from IBM Corporation, one month of rent (valued at \$11,479.00) from Rock of Ages Corporation, and nine cubicles and five desks (valued at \$1,150.00) from Denis, Ricker, & Brown, Inc. These donations have a total value of \$129,295.66.

The rent at IBM Corporation and furniture from Denis, Ricker, and Brown, Inc. will be used by the Agency of Human Services. The rent will be for the first floor of Building 967 at the Essex Junction plant and the furniture will be used at 94 Harvest Lane in Williston. The rent at Rock of Ages Corporation will be used by the Agency of Natural Resources. The rent will be for 772 Graniteville Road in Graniteville. These donations will be for the displaced workers from the Waterbury State Office Complex. These employees were displaced due to Tropical Storm Irene that hit Vermont on August 28, 2011.

The Department of Buildings and General Services is in the process of locating workspaces for 1,586 state employees that once occupied approximately 700,000 square feet of workspace in the Waterbury State Office Complex. Damages to the complex include high water damage inside and outside of the buildings, loss of the central heat plant, and all supporting utilities. State employees affected by the damage include 962 employees from the Agency of Human Services and 360 employees from the Agency of Natural Resources.

The alternative workspaces at IBM Corporation and Rock of Ages Corporation provide comfortable workspaces for 300 of the Agency of Human Services and 60 of the Agency of Natural Resources staff. These spaces will be utilized for a six- to 12-month period during the evaluation period of the Waterbury State Office Complex.

Many state employees have lost all office furniture and equipment. The workstations will provide a furnished workspace for a portion of the Agency of Human Services staff. This furniture will be utilized for a six- to 12-month period at this location during the evaluation period of the Waterbury State Office Complex. After the evaluation period, the furniture will remain with the staff at this location or the long-term location, whichever is deemed necessary.

 **VERMONT**

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STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-IPN)

PURPOSE & INSTRUCTIONS:		
This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Approval of the grant, in order to maintain eligibility. A completed Form AA-1 Request for Grant Acceptance is still required and must be filed subsequent to this Pre-Notice.		
BASIC GRANT INFORMATION		
1. Agency:	Administration	
2. Department:	Buildings and General Services	
3. Program:	Irene Recovery	
4. Legal Title of Grant:	Furniture Donation from Denis, Ricker, & Brown, Inc.	
5. Federal Catalog #:		
6. Grant/Donor Name and Address:	Denis, Ricker, & Brown, Inc., 17 State St, Suite 1, PO Box 565, Montpelier, Vermont	
7. Grant Period:	From: 09/22/2011	To: 09/22/11
8. Purpose of Grant:	Office furniture for displaced workers from Waterbury State Office Complex due to Tropical Storm Irene	
9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:		
Expenditures:	FY 2012	Required Explanation/Comments
Personal Services	\$	Nine cubicles and five desks that serve as workstations for displaced workers at 379 South Barre Rd in South Barre
Operating Expenses		
Grants	\$1,150.00	
Total	\$1,150.00	
10. AUTHORIZATION AGENCY/DEPARTMENT		
I/We certify that spending these State funds in advance of Joint Fiscal Approval of the Grant is unavoidable, and that a completed Form AA-1 Request for Grant Acceptance will be provided for Joint Fiscal Committee approval of this grant, under separate cover:	Signature: Michael J Obachowski	Date: 9/26/2011
	Title: Commissioner of Buildings and General Services	
	Signature: Susan Bellu	Date: 10/21/11
	Title: Commissioner of Finance and Management	
11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: award letter instructions requiring training, etc.)		
Distribution: Original - Joint Fiscal Office; Copy 1 – Department Grant File; Copy 2 – Attach to Form AA-1		
(End Form AA-IPN – Grant Spending Pre-Notice – Form AA-IPN)		

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

PURPOSE & INSTRUCTIONS:			
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9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:			
Expenditures:	FY 2012	Required Explanation/Comments	
Personal Services	\$	Nine cubicles and five desks that serve as workstations for displaced workers at 379 South Barre Rd in South Barre	
Operating Expenses			
Grants	\$1,150.00		
Total	\$1,150.00		
10. AUTHORIZATION AGENCY/DEPARTMENT			
I/We certify that spending these State funds in advance of Joint Fiscal Approval of the Grant is unavoidable, and that a completed Form AA-1 Request for Grant Acceptance will be provided for Joint Fiscal Committee approval of this grant, under separate cover:	Signature:	<i>Michael J. O'Rourke</i>	Date: 9/26/2011
	Title: Commissioner of Buildings and General Services		
	Signature:		Date:
	Title: Commissioner of Finance and Management		
11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: award letter instructions requiring training, etc.)			
Distribution: Original - Joint Fiscal Office; Copy 1 - Department Grant File; Copy 2 - Attach to Form AA-1			
(End Form AA-1PN - Grant Spending Pre-Notice - Form AA-1PN)			