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## JOINT COMMITTEE ON WAYS AND MEANS

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**To:** Agency Heads and Agency Budget Managers

**From:** Ken Rocco, Legislative Fiscal Office

**Date:** January 12, 2015

**Subject:** **Federal Grant Applications and Agency Reports**

The following is the process that will be used to deal with agency grant requests and other Emergency Board type issues (reports) during the 2015 regular legislative session. The interim process will continue to be used until February 2, 2015.

- Submit an official agency request letter along with the grant application or other supporting materials to the Chief Financial Office (CFO) of the Department of Administrative Services and to the Legislative Fiscal Office (LFO) in an e-mail.
- As required during the interim for 10-day notification letters, send this material in electronic form to George Naughton at CFO and Ken Rocco at LFO with a copy sent to your assigned CFO and LFO analysts; no additional hard copies will be required.
- The letter should be addressed to the Co-Chairs of the Joint Committee on Ways and Means, Senator Richard Devlin and Representative Peter Buckley.
- Once an official agency request letter is received, CFO and LFO staff will review the request; LFO staff will prepare a brief analysis and recommendation for the co-chairs of the Joint Committee on Ways and Means.
- The co-chairs will review the recommendation and request and, if approved, will authorize the appropriate subcommittee to schedule the item.
- LFO staff will work with the subcommittee chair to schedule a hearing and work session on the item.
- The request will be handled in subcommittee with a presentation of the item by the agency, followed by analyses and recommendations by the CFO analyst and the LFO analyst (the same process used during the interim for Emergency Board action).
- The subcommittee will make a recommendation to the Full Committee.
- The item will appear on the next possible Full Committee agenda with the subcommittee's recommendation.
- If the item is a grant request, it needs the Full Committee's approval and can then be submitted to the federal agency (with the timing exception discussed below).
- If the item is a report, it is acknowledged by the Full Committee.

Agencies will be expected to submit federal grant request letters to the Co-Chairs with adequate time to meet federal grant submittal deadlines (i.e., there is no excuse for retroactive approval requests since the Legislature is in session). However, since Full Committee meetings are held sporadically at various points during the session, subcommittee approval to submit the grant will be considered sufficient for grant submittal in cases where the deadline occurs before the next scheduled Full Committee meeting. In such cases, the request to submit a federal grant will not be considered retroactive if the subcommittee process has been completed in a timely fashion. If the Full Committee subsequently decides to not approve the grant application request, the agency will be instructed to withdraw the application.

**Since the Legislature is in session, there should be no retroactive grant application approval requests submitted. Agencies will need to provide sufficient advance notice to the Joint Committee on Ways and Means to allow this process to work.**