

## Legislative Fiscal Office

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## Joint Committee on Ways and Means

Sen. Betsy Johnson, Senate Co-Chair  
Sen. Elizabeth Steiner Hayward, Senate Co-Chair  
Rep. Dan Rayfield, House Co-Chair

Sen. Jackie Winters, Senate Co-Vice Chair  
Rep. David Gomberg, House Co-Vice Chair  
Rep. Greg Smith, House Co-Vice Chair

To: Agency Directors and SABRs Coordinators/Budget Managers

From: Ken Rocco, Legislative Fiscal Office

Date: January 11, 2019

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

The following process will be used to deal with agency federal grant application requests and other Emergency Board type issues (reports and funding requests) during the 2019 legislative session. The interim process currently in place will continue to be used through January 21, 2019.

- 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 email.
- Use the following email addresses as used during the interim for transmitting requests and material to CFO and LFO and be sure to copy your CFO and LFO analysts:  
[CFO.LegRequests@oregon.gov](mailto:CFO.LegRequests@oregon.gov)  
[LFO.LegRequests@oregonlegislature.gov](mailto:LFO.LegRequests@oregonlegislature.gov)
- Any letter should be addressed to the Co-Chairs of the Joint Committee on Ways and Means: Senator Betsy Johnson, Senator Elizabeth Steiner Hayward, and Representative Dan Rayfield.
- If the item is a federal grant application request, it must be received by CFO and LFO at least 10 session working days before the application is due to be submitted to allow for processing time.
- Once an official agency request letter is received, CFO and LFO staff will review the request; if the request is approved by CFO and LFO, 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 for action, will authorize the appropriate subcommittee to schedule the item.
- LFO staff will work with the subcommittee co-chairs 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 federal grant application 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. Other requests will be reviewed and included in either the agency's budget bill or in a separate vehicle depending on the timing of the request (rebalance budget bill, end-of-session omnibus budget bill, etc.).
- If the item is a budget related request for the early session 2017-19 biennium budget rebalance bill, the letter and supporting materials need to be submitted by February 11th.
- LFO may also address technical or legislatively-directed budget adjustments in the early session 2017-19 biennium budget rebalance bill without requiring an agency request letter. Please consult with your LFO and CFO analysts on these items.
- Prior to scheduling, all items will need to be reviewed by LFO and CFO analysts.

Agencies will be expected to submit federal grant application 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 of the federal grant application request will be considered sufficient for agency 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.**

Thank you for your assistance.