

## Electronic Process Requirements/Request Submission Detail

### General Information

Requests and reports to the Emergency Board and Interim Joint Committee on Ways and Means and requests for additional appropriation or expenditure limitation that will be brought to the Interim Joint Committee on Ways and Means for the 2022 session must be submitted electronically to the Department of Administrative Services, Chief Financial Office (CFO) and the Legislative Fiscal Office (LFO).

**PLEASE NOTE:** When instructed to electronically submit official request documents to CFO and/or LFO, use the following email addresses and copy your assigned CFO and LFO analyst, *unless otherwise noted*:

[CFO.LegRequests@oregon.gov](mailto:CFO.LegRequests@oregon.gov)

[LFO.LegRequests@state.or.us](mailto:LFO.LegRequests@state.or.us)

“Placeholders,” replacement letters, late submittals, and day-of-the-meeting handouts are strongly discouraged. We understand timelines are short, but it is critical that the Governor and members of the Legislature receive timely, accurate, and complete information on budget and information management issues during the interim.

### **Please Understand Your Request May Be Denied or Delayed If You Fail to Submit Complete, Accurate Information in the Required Format Within the Established Timelines**

- Agency staff should begin working with their assigned CFO and LFO analysts at least two weeks before the date requests are due. This allows analysts time to provide a thorough analysis and recommendation and provides time for any revisions or preparation of backup material, if necessary. To assist in this process, a Notice of Intent to Submit an Emergency Board or Interim Joint Committee on Ways and Means request is due one week before the date that formal letters are due. Email the Notice of Intent to your CFO and LFO analysts *only*, listing the requests that you expect to bring forward.
- **All letters are due by noon on the stated date. Requests received after that time may be deferred to the next meeting of the Emergency Board or Interim Joint Committee on Ways and Means.** Agencies are expected to establish adequate internal controls to ensure that all deadlines are met.
- Placeholders and replacement letters will be accepted only under rare circumstances. If an agency desires a placeholder, an exception request must be electronically submitted to CFO and LFO. Changing circumstances or corrections can be reflected in the analysts’ analyses and recommendations.

- Supporting documentation and backup material for the Emergency Board and Interim Joint Committee on Ways and Means items must be emailed with the original requests to CFO and LFO. Additional information may be required at the request of the budget analyst(s). **Materials cannot be provided to the committees at the table unless approved by LFO.**

### Specifics - Emergency Board and Interim Joint Committee on Ways and Means Requests

- Submit the original request letter with the agency director's electronic signature via email to CFO and LFO with a copy to your assigned CFO/LFO analysts. Do not email scanned documents.
- **Hard copies of letters are no longer accepted.**
- Due dates for the first three Interim Joint Committee on Ways and Means request letters are listed in Attachment C; once the schedule for the Emergency Board and any additional meetings for the interim Committee are determined, additional calendars will be provided.
- Use the criteria listed in Attachment A to limit your requests to those that are essential.
- The format for Emergency Board and Interim Joint Committee on Ways and Means request letters can be found in Attachment D.
- For consistency and ease of tracking, when submitting request letters to CFO and LFO, submit one letter per email. **Please Note:** each email "Subject" line should match the name of the request document attached. Please use the following naming convention:
  - Agency Acronym\_Brief Topic Description
    - Examples: DAS\_Lottery Rev Bonds Rpt  
OHA\_Generic Drug Contracting  
ODOT\_Public Transit FF Limitation

*Replacement Letters:* If a letter is being sent as a replacement, please indicate so as instructed below:

- Example: DAS\_Lottery Rev Bonds Rpt\_Replacement  
OHA\_Generic Drug Contracting\_Replacement  
ODOT\_Public Transit FF Limitation\_Replacement

## Requests for Retroactive Grant Application Authority (Federal Grants)

These instructions apply to grants that will require retroactive approval from the legislative review body. Federal grant application requests that are timely must follow the normal request deadlines and due dates.

- The date the agency makes the administrative decision to apply for the grant must fall after a scheduled meeting of either the Emergency Board or Interim Joint Committee on Ways and Means and the application deadline must fall before the next scheduled meeting of the Emergency Board or Committee.
- The time between the initial announcement of the grant opportunity and the agency's decision to apply must have been insufficient for the agency to obtain Emergency Board or Committee approval prior to submission of the grant application.
- **At least 10 days prior to the date that it intends to submit the grant application to the federal granting authority**, the agency must provide a 10-day notification letter in an email, along with all supporting documentation, to the Interim Legislative Fiscal Officer, Laurie Byerly (Laurie.Byerly@oregonlegislature.gov) a copy to the Chief Financial Officer, George Naughton ([George.M.Naughton@oregon.gov](mailto:George.M.Naughton@oregon.gov)) and your assigned LFO/CFO analysts, of its intent to apply for the grant and request retroactive authority at the next scheduled meeting of either the Emergency Board or Interim Joint Committee on Ways and Means. The letter should be addressed to the President of the Senate and Speaker of the House and have your agency director's electronic signature. **No hard copies are to be submitted to either LFO or CFO.**
- Once the 10-day notification letter is received electronically by LFO, copies will be forwarded to the presiding officers and the Co-Chairs of the Emergency Board or Interim Joint Committee on Ways and Means by LFO, ***not*** by the agency.
- **The grant application may not be submitted until the end of the 10-day notification period.**
- After the 10-day period has expired and the agency submits the federal grant application, **a request letter seeking retroactive approval to apply for the grant must be electronically submitted to LFO and CFO with a copy to your assigned LFO/CFO analysts, for legislative action at the next scheduled meeting of the legislative review body.** This letter seeking retroactive approval to apply should follow regular deadlines and due dates for the scheduled meeting of the legislative review body.
- Since both the Emergency Board and the Interim Joint Committee on Ways and Means are authorized to review and approve federal grant application requests, LFO will determine which body will review the request for retroactive approval to apply for the federal grant.

In addition to the electronic process guidelines, in order to have consistency in the content of the letters and to ensure the necessary grant application information is available for review, the 10-day notification letter and the letter requesting either retroactive approval or regular approval of a federal grant application **must** include the following information:

- The source of the grant
- The amount being requested
- The purpose of the grant
- The grant application deadline
- A description of any state match required for the grant (if there is no match required, the letter should explicitly state that no match is required)
- The source of funding for any required state match
- A description of the impact (if any) the match will have on budgeted services and performance measures
- An estimate of any additional FTE that the grant will require
- A description of how the grant supports the agency mission and goals

If there are any questions about this process or the content of the letters, please contact your LFO analyst.