

## Legislative Fiscal Office

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**To:** Agency Directors, Budget Officers, and SABRs Coordinators

**From:** Amanda Beitel, Legislative Fiscal Officer

**Date:** January 3, 2023

**Subject:** **Federal Grant Application Requests and Agency Reports**

The process described below will be used for agency federal grant application requests, reports due to the Joint Committee on Ways and Means, and certain funding requests during the 2023 legislative session. The interim process currently in place will continue to be used until January 17, 2023. If you have questions on any unresolved requests submitted under the interim process or federal grant application deadlines that do not align with this guidance, please contact your Legislative Fiscal Office (LFO) analyst.

### **General Process for Federal Grant Applications and Agency Reports**

- Submit an official agency request letter along with the grant application, report, or other supporting materials to the Department of Administrative Services (DAS) Chief Financial Office (CFO) and LFO by email.
- Use the following email addresses (same as interim) for transmitting requests and material to CFO and LFO and copy your CFO and LFO analysts:  
[CFO.LegRequests@oregon.gov](mailto:CFO.LegRequests@oregon.gov)  
[LFO.LegRequests@oregonlegislature.gov](mailto:LFO.LegRequests@oregonlegislature.gov)
- Letters should be addressed to the Co-Chairs of the Joint Committee on Ways and Means: Senator Elizabeth Steiner and Representative Tawna Sanchez.
- 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 the federal government to allow for processing time.
- Once an official agency request letter is received, CFO and LFO staff will review the request; if sufficient information has been provided for the request to advance, LFO staff will prepare a brief analysis and recommendation for the Co-Chairs of the Joint Committee on Ways and Means.

- Upon review and approval by the Co-Chairs, the request will be scheduled for a work session in the appropriate subcommittee.
- During the work session, the agency will provide a brief presentation of the item, followed by analyses and recommendations by the CFO and LFO analysts.
- The subcommittee will then make a recommendation to the Full Committee.
- The item will appear on the next possible Full Committee agenda with the subcommittee's recommendation.
- Federal grant application requests require the Full Committee's approval to be submitted to the federal agency (with the timing exception discussed below). Reports are acknowledged by the Full Committee.
- **Since the Legislature is in session, there should be no retroactive grant application approval requests submitted.**
- 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.

#### **Requests for Early Session Budget Rebalance Bill**

- Budget related requests for the early session 2021-23 biennium budget rebalance bill, including a request letter and any supporting materials, need to be submitted no later than the close of business on **February 10th**.
- LFO may also address technical or legislatively directed budget adjustments in the early session 2021-23 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.

Thank you for your assistance.