

DATE: August 1, 2023

TO: State Agency Directors

FROM: Amanda Beitel, Legislative Fiscal Officer
Legislative Fiscal Office

Kate Nass, Chief Financial Officer
Department of Administrative Services, Chief Financial Office

SUBJECT: 2023-2024 Interim Joint Committee on Ways and Means and Emergency Board Instructions

The information below and in the noted attachments provides instructions for state agencies to follow when submitting requests to the Interim Joint Committee on Ways and Means or Emergency Board during the 2023-2024 interim legislative period. Please share these instructions with all staff responsible for preparing budget requests and ensure your agency establishes the internal processes necessary to meet all deadlines and process requirements.

As in the past, the Governor will determine which requests will be advanced to the Interim Joint Committee on Ways and Means or Emergency Board for consideration. Agencies shall get approval from the Department of Administrative Services, Chief Financial Office (CFO) prior to submission of a formal request letter to the Legislative Fiscal Office (LFO). CFO will use the notice of intent process to determine which requests shall be submitted to both CFO and LFO by the interim deadline. Upon approval by the Governor, CFO will submit the final list of requests to the Legislative Fiscal Office (LFO). The final agenda for each meeting will be determined by the Co-Chairs of the Committee or Board.

The following includes the instructions, key dates, and other important information related to this process:

- **Agency Request Criteria:** Attachment A outlines the criteria for agencies to follow when considering the submission of requests to the Interim Joint Committee on Ways and Means or Emergency Board. Please review this information closely to ensure your request meets the criteria prior to submitting a request.
- **Electronic Process and Submission Detail:** Attachment B outlines the electronic process and other detail required for the submission of request letters. Limited exceptions to the process and deadlines will be granted.
- **Interim Schedule and Deadlines:** Attachments C-1, C-2, and C-3 provide calendars and deadlines for the currently planned meetings of the Interim Joint Committee on Ways and Means in September 2023, November 2023, and January 2024. Additional

instructions and due dates will be shared in the fall of 2023 for requests for action during the February 2024 legislative session. The Emergency Board is not expected to begin meeting until after the 2024 regular session. Interim calendars for Emergency Board meetings will be shared once legislative leadership approves the schedule. Reports and other items due to be reported by a specified meeting need to be submitted following the established request deadlines to be considered.

- **Notice of Intent:** Prior to the date formal request letters are due to CFO and LFO, please notify your CFO and LFO analysts by e-mail of the requests your agency plans to submit by the deadlines outlined in Attachments C-1, C-2, and C-3. Agencies must then receive approval from CFO before submitting a formal request letter. CFO will use the Notice of Intent process to determine which requests will move forward. For any requests involving budgetary adjustments, the dollar amount should be included in the notification. If the agency identifies additional requests after the notice of intent deadline but before the deadline for requests, email both CFO and LFO analysts for approval to submit a formal letter.
- **Request Letter Templates:** Attachments D-1 and D-2 include the standard format agencies must follow for submitting requests to the Interim Joint Committee on Ways and Means and Emergency Board. Please ensure request letters to the Interim Joint Committee on Ways and Means and Emergency Board are properly addressed to the correct co-chairs.
- **Federal Grant Notification Template:** Attachment D-3 includes the standard format for submission of 10-day federal grant notifications. One week prior to sending the 10-day federal grant application request to LFO, agencies shall send a summary of the grant to CFO including the information outlined in Attachment B. Federal grant application requests that require a 10-day notification are those that will need retroactive approval at the next meeting of the Interim Joint Committee on Ways and Means or Emergency Board. When submitting the request for retroactive approval, the normal letter request format included in attachment D-1 must be used. **Requests for retroactive approval will only be considered if the date of the federal grant announcement falls after a scheduled meeting of the Interim Joint Committee on Ways and Means or Emergency Board and the application deadline falls before the next scheduled meeting.**

Updates to these instructions and related attachments will be made during the interim period as additional meetings are scheduled or process changes needed.

c: Budget Directors
SABR Coordinators