

## MEMORANDUM

To: Agency Directors, Budget Officers, and SABRS Coordinators  
From: Amanda Beitel, Legislative Fiscal Officer  
Date: December 30, 2024  
Subject: 2025 Legislative Session Agency Request Process

The processes described below will be used for agency federal grant application requests, reports due to the Joint Committee on Ways and Means, and certain 2023-25 funding requests during the 2025 legislative session. The interim process currently in place for federal grant applications will continue to be used until January 17, 2025. 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 REQUESTS

- Requests to Joint Committee on Ways and Means should be submitted electronically to the Department of Administrative Services (DAS) Chief Financial Office (CFO) and LFO.
- Use the following email addresses for transmitting requests and supporting materials to CFO and LFO and copy your CFO and LFO analysts:

[CFO.LegRequests@das.oregon.gov](mailto:CFO.LegRequests@das.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 Kate Lieber and Representative Tawna Sanchez.
- 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.

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- 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 APPLICATIONS

- An official agency request letter for approval to apply for a federal grant should be submitted to CFO and LFO at least 10 session working days before the application is due to the federal government to allow for processing time.
- Federal grant application requests must include the following information:
  - Source and purpose of the grant
  - Amount being requests and grant timeframe
  - Grant application deadline
  - Description of any state match or maintenance of effort (MOE) requirements, or confirmation that no match or MOE is required
  - Source of funding the agency plans to use to satisfy state match or MOE requirements
  - Description of the impact, if any, the match or MOE will have on budgeted services and performance measures
  - An estimate of additional positions, FTE, and expenditure limitation needed if the grant application is approved
  - A description of how the grant supports the agency's mission and goals
- Federal grant application requests require the Full Committee's approval to be submitted to the federal agency (with the timing exception discussed below).
- 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.**

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## AGENCY REPORTS

- Prior to the start of the 2025 legislative session, agencies should be in communication with their CFO and LFO analysts regarding any reports required to be submitted to the Joint Committee on Ways and Means during session to assist with subcommittee planning and scheduling.
- An official agency request letter along with the report should be submitted to CFO and LFO prior to the reporting deadline.

## EARLY SESSION BUDGET REBALANCE REQUESTS

- Budget related requests for the early session 2023-25 biennium budget rebalance bill, including a request letter and any supporting materials, need to be submitted to CFO and LFO no later than the close of business on **February 7**.
- LFO may also address technical or legislatively directed budget adjustments in the early session 2023-25 biennium budget rebalance bill without requiring an official agency request letter. Please consult with your LFO and CFO analysts on these items.
- LFO analysts will notify agencies if a budget related request will be scheduled for an informational or other hearing in a subcommittee.
- If your agency becomes aware of a 2023-25 budget issue after the deadline for the early session rebalance bill, please reach out to your CFO and LFO analysts.

Thank you for your assistance.