



OFFICE OF MANAGEMENT & BUDGET

STATE BUDGET OFFICE

One Capitol Hill
Providence, RI 02908-5890

Office: (401) 222-6300
Fax: (401) 222-6410

MEMORANDUM

To: Agency Directors and Chief Financial Officers

From: Joseph Codega Jr.
Deputy Budget Officer 

Date: April 23, 2021

Subject: **House and Senate Hearings Follow-Up**

At many House and Senate Finance Committee or Subcommittee hearings on the matter of agency budgets, committee members raise questions that cannot be answered at the hearing or require additional follow-up. As a few of these hearings have taken place already, and the remainder are expected to take place in the coming weeks, the Budget Office would like to clarify expectations regarding agency responses.

It is important that each agency respond to such questions expeditiously after the hearing and that such responses be in the proper format. All responses should be put into a formal letter. Although only one committee member may have asked a particular question, all the members should be provided with the agency's response, regardless of whether they attended the hearing. If there are multiple questions, it is generally appropriate to consolidate all questions and answers posed at the same hearing into a single document.

For the House Finance Committee, this letter should be addressed to the chair of the committee or subcommittee, with the remaining members of the committee (or subcommittee) provided a copy of the response. Correspondence directed to the House Finance Committee should be sent to State House Room 306 for Chairman Marvin L. Abney and to the attention of the Christopher O'Brien, Committee Clerk in Room 35 for all other members of the Committee. There are fifteen (15) members of the House Finance Committee, so you should provide fifteen (15) copies of your response to the Committee Clerk. Please also send a copy of your response to House Fiscal Advisor, Sharon Reynolds Ferland, at the State House, House Fiscal Office, so she is aware that a response has been submitted. In cases in which print correspondence is not practical, please address your correspondence via email to the same individuals listed above (Chairman Marvin L. Abney, rep-Abney@rilegislature.gov; Christopher O'Brien, Committee Clerk, cobrien@rilegislature.gov; Sharon Reynolds Ferland, House Fiscal Advisor, SReynolds@rilegislature.gov).

For the Senate Finance Committee, the response should be addressed to Chairman Ryan W. Pearson but delivered electronically to the Senate Fiscal Advisor, Stephen Whitney (swhitney@rilegislature.gov) and his Deputy, David Tremblay (dtremblay@rilegislature.gov). Senate Fiscal Staff will handle distribution of the response to Senate Finance Committee members.

Please also copy me on any correspondence with the House or Senate Finance Committees. You may copy me electronically at Joseph.Codega@omb.ri.gov. Do not hesitate to contact me or your Budget Analyst if you need assistance in preparing a response to inquiries from the finance committees.

With respect to hearings on the matter of budget articles which may involve multiple agencies, the Budget Office generally coordinates a consolidated reply to the Committee. Please reach out to me or Robert Dulski, Department of Administration, Public Information Officer at Robert.Dulski@doa.ri.gov if you have any concerns about providing follow-up to any matters in a budget article hearing.

cc: Stephen Whitney, Senate Fiscal Advisor
Sharon Reynolds Ferland, House Fiscal Advisor
Agency PIOs

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