



# OFFICE OF MANAGEMENT & BUDGET


## State Budget Office

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### MEMORANDUM

**To:** Agency Directors, CFOs, and PIOs  
**From:** Joseph Codega Jr., State Budget Officer   
**Date:** February 4, 2025  
**Subject:** General Assembly Session Reminders and Instructions

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With the legislative session having recently commenced, this memorandum provides reminders and instructions to agencies regarding ongoing communication with legislative fiscal staff, errors and amendments, budget hearing preparation, fiscal note preparation, and responses to committee questions.

#### **Communication with Legislative Fiscal Staffs**

In general, we request that you keep Budget Office staff informed of significant communications with the House and Senate Fiscal Offices regarding fiscal matters and budget hearing preparation. I have requested that Budget Office staff periodically check in with CFOs throughout the legislative session.

#### **Errors and Amendments**

Despite our best efforts at quality control, we regrettably uncover typographical and substantive errors in the recommended Appropriations Act and related published documents. As errors come to your attention, please provide documentation to your assigned Budget Analyst. We will review and consider updating our published Errata document and/or submitting a Governor's Budget Amendment if appropriate.

#### **Hearing Preparation**

Please remain attentive to communications from the House and Senate Fiscal Offices and OMB regarding scheduling agency budget hearings.

The Office of Management and Budget may schedule preparation meetings for major cabinet agencies prior to budget hearings to ensure that the Administration is adequately prepared. OMB typically invites agency directors, CFOs, and PIOs and relies upon agency staff to forward the meeting to appropriate agency personnel.

The Budget Office is glad to provide technical assistance to small agencies, elected officials, independent agencies, and non-Executive branch agencies. Budget Office staff may reach out in advance of scheduled hearings as a courtesy to check in and offer support.

## **Fiscal Notes**

Budget Office has begun receiving fiscal note requests from the House and Senate Finance Committee Chairs. You may notice that fiscal office staff may cc impacted agencies in fiscal note requests. This is a general courtesy to inform you that a fiscal note has been requested. Please expect Budget Office staff to follow up with a detailed information request.

## **Responses to Questions from Committee Hearings**

At many House and Senate Finance Committee or Subcommittee meetings on the matter of agency budgets, committee members raise questions that cannot be immediately answered or require additional follow-up.

It is important that each agency respond to such questions expeditiously after the hearing, and that all responses follow the required format. Failure to provide timely and complete information deprives the committees of crucial details regarding the agency's budget. If a complete response cannot be provided in a timely fashion (i.e., approximately two weeks), the agency should consider submitting available responses and include an explanation of the delay, along with the anticipated date of submission, for the remaining responses. All responses should be put in a **formal letter**, which should be regarded as a **public document** that may be posted online or otherwise distributed by the committees. 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. Specific instructions requested by each committee are summarized below for your reference.

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](mailto:Joseph.Codega@omb.ri.gov). Do not hesitate to contact me or your budget analyst if you need assistance in preparing a response. With respect to hearings on the matter of budget articles which may involve multiple agencies, OMB generally coordinates a consolidated reply to the committee.

### Special Instructions for House Finance Committee and Subcommittee Responses

For the House Finance Committee and Subcommittees, this letter should be addressed to the chair of the committee or subcommittee, with the remaining members provided a copy of the response.

For your reference, subcommittee information can be [found here](#).

Correspondence should be directed to:

- Chairman Marvin L. Abney; State House, Room 306  
[or, *Subcommittee Chair*; State House, Room 35]

With copies to:

- Christopher O'Brien, Committee Clerk, State House, Room 35
- Committee Members: There are fifteen (15) members of the House Finance Committee so you should provide fifteen copies to the Committee Clerk. For subcommittees you should send the specific amount needed to the Clerk.
- Sharon Reynolds Ferland, House Fiscal Advisor; State House, Room 306

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](mailto:rep-Abney@rilegislature.gov); Christopher O'Brien, Committee Clerk, [cobrien@rilegislature.gov](mailto:cobrien@rilegislature.gov); Sharon Reynolds Ferland, House Fiscal Advisor, [SReynolds@rilegislature.gov](mailto:SReynolds@rilegislature.gov)).

### Special Instructions for Senate Finance Committee Responses

For the Senate Finance Committee, this letter should be addressed to the chair of the committee.

Please submit your letter according to the following instructions:

- Please address your response to Chairman Louis P. DiPalma, but you may submit via email to Stephen Whitney, Senate Fiscal Advisor at [swhitney@rilegislature.gov](mailto:swhitney@rilegislature.gov) and David Tremblay, Deputy Senate Fiscal Advisor at [dtremblay@rilegislature.gov](mailto:dtremblay@rilegislature.gov)
- Senate Fiscal Office Staff will handle distribution of the response to the Chairman and Committee members.
- Electronic correspondence is preferred.

cc: Sharon Reynolds Ferland, House Fiscal Advisor  
Stephen Whitney, Senate Fiscal Advisor  
Budget Office Staff