

REQUESTS FOR STATE AND FEDERAL APPROPRIATIONS

SUMMARY

This procedure explains how to request State and Federal appropriations.

PROCEDURE

1. Office of Intergovernmental Affairs circulates a memo to all departments seeking information on requests for state and federal appropriations.
2. Prepare requests for funding as directed by memo.
3. Requests are reviewed by Office of Intergovernmental Affairs, the County Attorney's Office, Office of Management and Budget, and Deputy Mayors who make recommendations to the Mayor.
4. Office of Intergovernmental Affairs develops Legislative Package.
5. Mayor reviews Legislative Package and provides any additional input.
6. Office of Intergovernmental Affairs presents Legislative Package to the Board of County Commissioners for approval.

CONTACT(S):

Department/Division

Board of County Commissioners/Office of Intergovernmental Affairs