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TO: ALL DEPARTMENT AND AGENCY HEADS

FROM: John F. Cape 

SUBJECT: Review Process for 2006-07 Community Projects Fund Initiatives

This Bulletin describes the new procedures that are required for reviewing and processing initiatives that are proposed for funding from the 2006-07 Community Projects Fund appropriation.

Background

The enacted 2006-07 Budget included a lump sum "All State Agencies" appropriation from the Community Projects Fund (CPF, 007 Fund), to be spent in accordance with a Memorandum of Understanding (MOU) among the Senate, Assembly and Executive. The approved MOU (attached) includes provisions for public disclosure that will increase substantially the transparency of the funding process for 007 initiatives. The MOU also requires State agencies and authorities to directly participate in the process of reviewing those items that they would be assigned to administer.

Procedure

When projects are proposed by the Senate, Assembly or Governor for funding from the 2006-07 007 appropriation:

- The projects will be posted to the website of the sponsoring party for 30 days;
- At the same time, the projects will be transmitted to the other parties, and to the administering agencies;
- All parties may express concerns about the proposed initiatives during the 30-day disclosure/review period; and
- After the 30-day period, unless the project is withdrawn, the Budget Division will allocate funding on certificate.

To ensure a manageable review process, any concerns identified by administering agencies should be reported to the agency's budget examination unit within 15 calendar days of receipt. Such information should be modified or supplemented, if needed, at any time before the end of the 30-day period. The Budget Division will then coordinate a single response on behalf of the Executive to the originating house of the Legislature.

In addition to identifying any potential concerns with the proposed initiatives, agencies are encouraged to use the 30-day disclosure/review period to develop the necessary contract materials and be prepared to expedite the processing of authorized proposals at the conclusion of that period.

Any questions on this process may be directed to your agency's budget examination unit.

Attachment -- Approved 2006-07 Memorandum of Understanding