



January 17, 2025

MEMORANDUM

TO: Agency Heads and Fiscal Officers

FROM: Justin Collins, Deputy Administrator/State Financial Officer

SUBJECT: Federal Grant Approval Process

With recent turnover in many agencies across the state, including within the Department of Financial Management (DFM), we would like to provide a brief reminder regarding the requirements for grant submissions and approvals. If your agency has not been submitting grants for prior approval, we would like to emphasize that this is a mandatory step moving forward.

All agencies applying for federal grants must obtain prior approval from DFM. Please note that this requirement does not apply to individuals in higher education applying for research grants. To initiate the approval process, please complete the approval form via the online Forms Application (<https://apps.dfm.idaho.gov/dfmforms/login.aspx>). This form should include details regarding the project's purpose, funding source, its impact on your agency, and any other relevant factors.

Additionally, each agency must submit a letter signed by the agency director that outlines an exit strategy for the project in the event that the grant expires.

New grants, amendments, or modifications that alter the funding amount must be submitted through the DFM Forms process. Grants associated with continuously appropriated funds are also subject to this requirement. However, it is important to note that this process does not apply to the receipt of federal formula funds.

Please note that DFM does not submit grants on behalf of the agency. Rather, this approval process serves as an additional level of oversight to ensure that the budget can sustain the request, that there will be no unintended burdens on the General Fund or other state agencies, and to outline how resources will be reduced or reallocated upon conclusion of the grant.

Please feel free to reach out to your DFM analyst if you have any questions. We appreciate your attention to this matter and look forward to your continued cooperation.

Justin Collins