



*Executive Department  
State of Idaho*

*The Office of the Governor*

*EXECUTIVE DEPARTMENT  
STATE OF IDAHO BOISE*

*State Capitol  
Boise*

**EXECUTIVE ORDER NO. 2014-03**

**ESTABLISHING ANNUAL REPORTING REQUIREMENTS FOR STATE AGENCIES  
RECEIVING FEDERAL FUNDS**

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*WHEREAS, an open and transparent government is fundamental to the perpetual success of a republic; and*

*WHEREAS, federal funds awarded to state agencies themselves or as pass-through funds to local units of government now constitute a significant portion of state expenditures; and*

*WHEREAS, to ignore these funds would greatly undermine the authority of the Legislature to appropriate monies; and*

*WHEREAS, it is the responsibility of state government to be prepared for a possible disruption or reduction in funding; and*

*WHEREAS, it is imperative that elected officials review and understand details of grants being awarded, measure the effectiveness and necessity of federally funded programs and act in the best interest of constituents; and*

*WHEREAS, there is no existing mechanism to receive this data from state agencies annually.*

*NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by the authority vested in me by the Constitution and laws of the State of Idaho do hereby order as follows:*

- 1. State agencies of the executive branch shall, each year, along with their annual performance reports as required by Idaho Code section 67-1904, prepare and submit to the Division of Financial Management a report that:*
  - a. Delineates the federal funds the state agency received for the preceding fiscal year;*
  - b. Delineates the federal funds to be utilized by the state agency for the current and upcoming fiscal year. The report shall include federal funds appropriated by the Legislature, federal funds continuously appropriated and any programs supported by federal funds, the loss of which may impact the continuity or delivery of services;*
  - c. Identifies any obligations, agreements, joint exercise of powers agreements or memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts;*
  - d. Calculates the percentage that constitutes federal funds to the total appropriation for the state agency for the fiscal year; and*
  - e. Includes appropriate documentation, provided by the Division of Financial Management, describing the agency's plan for operating if there is a reduction of ten percent (10%) or more in the federal funds that the state agency receives.*
  - f. The Division of Financial Management shall include in the annual executive budget recommendation a report that:*
    - i. Compiles and summarizes the reports the Division of Financial Management receives in accordance with this Executive Order.*
    - ii. Compares the aggregate value of federal receipts each designated agency received for the previous fiscal year to the aggregate amount of federal funds to the total budget of the state agency for the fiscal year.*

2. As used in this executive order:

- a. "State agency" shall mean all departments, boards and commissions of the executive branch, including the Office of the Governor, which shall be the only elected constitutional office subject to this order.
- b. "Federal funds" shall mean any financial assistance made to a state agency by the United States government, or any agency thereof, whether a contract, grant subsidy, augmentation, reimbursement or in any other form.
- c. "Federal project" shall mean an undertaking, program or activity by a state agency supported in whole or in part by federal funds.



*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 20<sup>th</sup> day of March, in the year of our Lord two thousand and fourteenth, and of the independence of the United States of America the two hundred thirty-eight and of the Statehood of Idaho the one hundred twenty-fourth.*

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C.L. "BUTCH" OTTER  
GOVERNOR

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BEN YSURSA  
SECRETARY OF STATE