

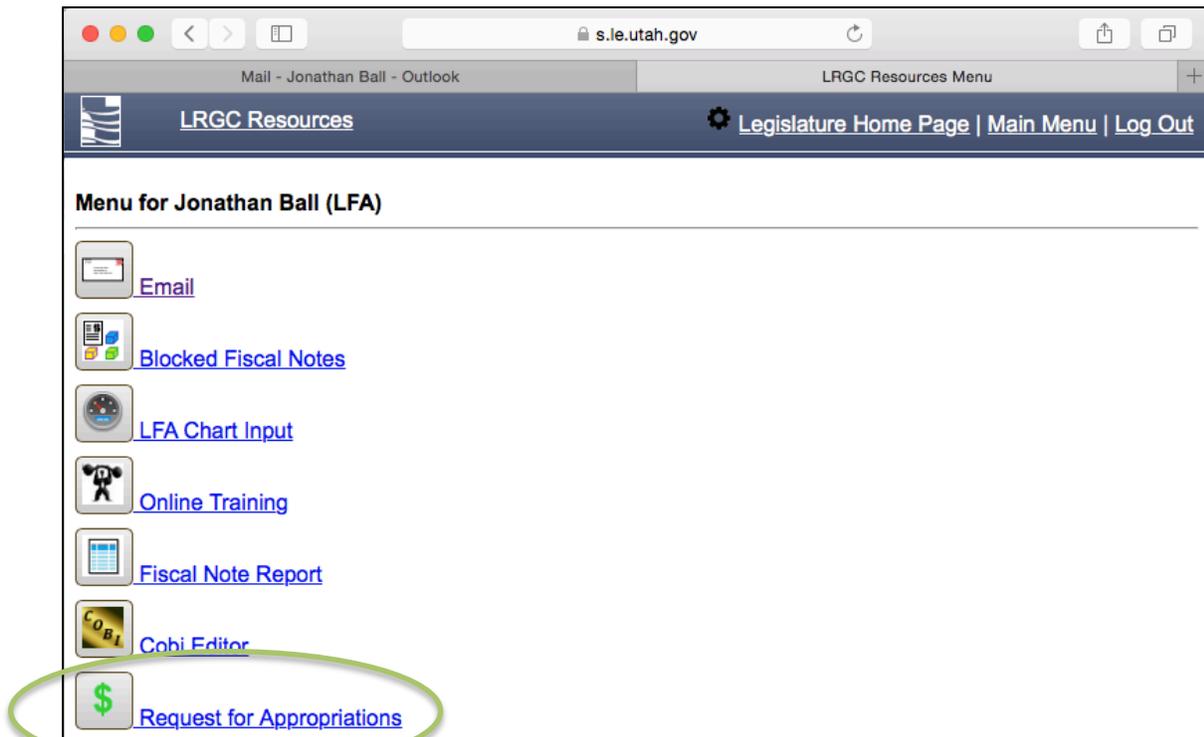
Online Requests for Appropriation Instructions

Follow these steps to submit a Request for Appropriations (RFA) using our new online tool. You can also use this tool to track the progress of previous requests. RFAs are due by noon on the 11th day of General Session.

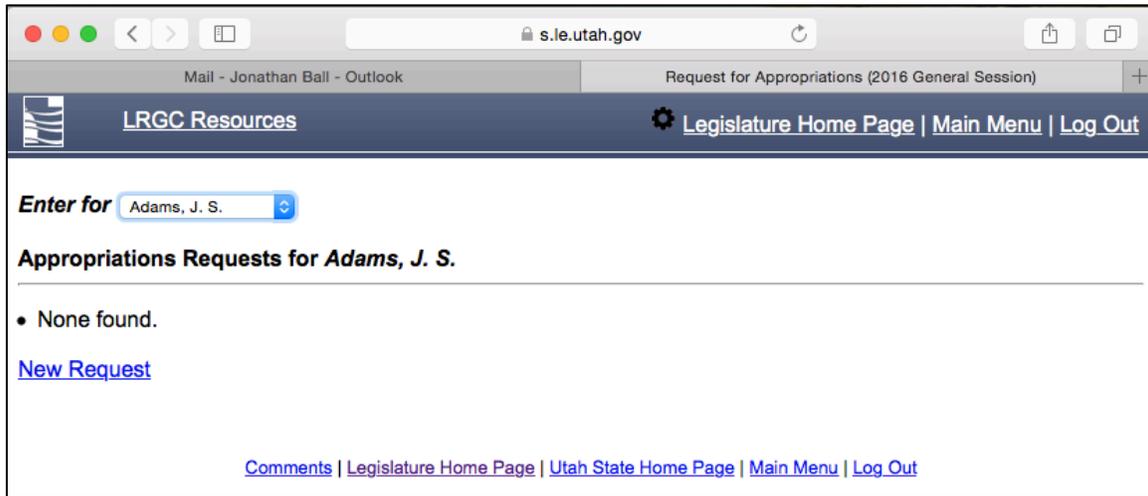
1. Go to le.utah.gov/lego and sign-in with your network username and password.



2. On the resulting page, click "Request for Appropriation" from your menu.



- Choose your name from the “Enter For” drop-down. A list of your current requests will appear. If you have not yet requested an item, the words “none found” will appear. Click “New Request”.



- Complete all fields that appear on the next screen and click the “Submit Request” button. **IMPORTANT:** Before exiting, please assure that your new request appears on your list of appropriations requests. If it does not, an error has occurred and the RFA has not been submitted. Contact LFA.

The screenshot displays the "Request for Appropriation (2016 General Session)" form. The form includes the following sections and fields:

- Funding request name:** A text input field.
- Description of funding item*:** A large text area.
- Agency through which funds would be administered**:** A dropdown menu currently showing "- None Selected -".
- What is the statewide public purpose?:** A large text area.
- Funding Sources:** A table with columns for "Fund Name", "2016 (One time)", "2017 (One time)", "2017 (Ongoing)", and "Nonlapsing". The "Fund Name" column has a dropdown menu. The "2016 (One time)", "2017 (One time)", and "2017 (Ongoing)" columns contain the number "0". There are "Add Source" and "Remove" links.
- Project Contact Information:** Fields for "Name", "Title", "Organization", "Phone #", and "Email".
- Committee Recommendation:** A dropdown menu for "Appropriations Committee" showing "- None Selected -".
- Supporting Documentation (itemized budgets, statement of proposed goals, measures of success etc.):** A "Choose File" button and the text "no file selected".

At the bottom of the form, there is a "Submit Request" button and a disclaimer: "*Please describe the need addressed or benefit achieved for the State of Utah as a whole through this funding request. **All appropriations must be made to state agencies. State agencies must follow state procurement laws that require competitive bids, request for proposal, or sole source determination. If you have any questions regarding this form, please contact the Legislative Fiscal Analyst's office at (801) 538-1034."

As alternatives, please feel free to use the RFA paper form; call Greta, Debbie, or Sally at 801-538-1034; email grodebush@le.utah.gov, dbenson@le.utah.gov, or sthompson@le.utah.gov; or contact anyone on LFA staff for assistance.