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**TO:** Agency Directors

**FROM:** Miguel Perez-Gibson, Executive Director  
Legislative Affairs Office

**SUBJECT:** 2016 Agency Request Legislation

With the 2015 Legislative Session finally over, we can breathe a sigh of relief, and begin the work of the new biennium. I sincerely thank you and your staff for your extraordinary work during the challenging legislative session.

I know it's hard to believe, but it is now time to begin the 2016 agency legislative request and review process. **The due date for all submittals is Monday, September 21, 2015. Only requests submitted through the Bill Analysis and Tracking System (BATS), including all [required elements](#), will be considered.** Proposed agency request legislation may be forwarded to the Legislature only after being approved through this process. After approval, each agency is responsible for securing legislative sponsors.

As always, agencies are encouraged to focus on legislation that promotes the Governor's priorities and to only advance proposals that are well developed, timely and important. The [Results Washington Goals](#) will remain a priority of the Governor. However, given the short 2016 Legislative Session, the Governor expects a sharply focused and well-defined agenda.

Please make time to discuss agency request proposals with your contacts in the Governor's Policy Office and the OFM Budget Division. If you have questions concerning the process, don't hesitate to call me.

cc: Legislative Liaisons  
Matt Steuerwalt, Policy Director  
Roselyn Marcus, OFM Legal and Legislative Affairs Assistant Director



## Agency Request Legislation – 2016 Legislative Session

### REQUIRED ELEMENTS CHECKLIST

Legislative proposals will not be reviewed until a complete package is received in BATS.

Agency heads must review and approve each legislative proposal prior to submittal. Proposals requiring commission or advisory committee endorsements should be presented well in advance to ensure submittals meet the deadline.

A complete package includes:

- A statement that explains why you need the bill, what problem the bill is designed to correct, and how it is tied to a Governor's priority.
- A summary of major provisions in the draft bill and impacts on current law.
- Irrespective of whether a bill has a fiscal impact, a completed fiscal note from each of the affected state agency(s), including local government (coordinate with Department of Commerce).
- The official Code Reviser draft of the proposed legislation containing Z-draft number. (if revisions are made during the review process, submit the requisite copy in BATS as soon as it is available).
- Agency's budget decision package (if the legislation is tied to a budget request).

The following information must be entered in the Agency Contacts field in the Bill Analysis and Tracking System (BATS). Include position titles, agency names, entity names, phone numbers and any other pertinent information in the "Description" field.

- Names, titles, and phone numbers for subject matter experts in your agency who are available to answer policy and fiscal impact questions related to the proposed bill.
- The agency's Assistant Attorney General who reviewed the proposed bill draft.
- All state and local government agencies affected by the proposed bill, their positions, and each agency's representative (and contact information) who may speak to the issue(s).
- Stakeholder work is required prior to submittal. Proposals without adequate stakeholder work and analysis will be rejected. Stakeholders (e.g., constituent groups, legislators, tribal governments) must be entered into the system. Provide contact person name, entity name, their position and any concerns.