

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

June 21, 2018

TO: Agency Directors

FROM: Drew Shirk, Executive Director
Legislative Affairs

SUBJECT: 2019 Agency Request Legislation

It is once again time to begin work on 2019 agency request legislation. On behalf of the Governor and the entire Executive Team, I want to thank you and your staff for your extraordinary work during the 2018 legislative session.

I want to share with you some key dates for the 2019 agency legislative request and review process. **The due date for all submittals is Wednesday, September 12, 2018. Only requests submitted through the Bill Analysis and Tracking System (BATS), including all [required elements](#), will be considered** (see page 2). 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. For this upcoming session we want to focus on **timely requests and responses** to allow you sufficient time to manage your request bills in advance of the upcoming year. We will only be authorizing bills outside this timeline on a case by case basis so please make sure you submit in a timely manner.

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.

Please make time to start discussing 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: Agency Directors
Legislative Liaisons
Keith Phillips, Policy Director
Jim Crawford, OFM Assistant Director, Budget
Roselyn Marcus, OFM Legal and Legislative Affairs Assistant Director

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Agency Request Legislation – 2019 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.