

## CHAPTER 2

# BUDGET

# SUBMITTAL REQUIREMENTS

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## 2.1 BUDGET REQUEST SUBMITTAL REQUIREMENTS

Each agency must submit **five** complete paper copies of its capital budget request to OFM. Three copies are retained by OFM and the remaining two are sent to the Senate Ways and Means and House Capital Budget committees.

If agencies must resubmit their capital plans to correct an error, they must resubmit paper and Capital Budget System (CBS) data. Please submit budget requests in three ring binders, number the pages and reduce oversize materials to 8½ x 11.

Send copies to:

Office of Financial Management  
Third Floor, Insurance Building  
302 Sid Snyder Avenue SW  
PO Box 43113  
Olympia, WA 98504-3113

## 2.2 TIMELINE AND DATES

Agencies are required to submit their entire capital and operating budget requests — both paper copies and electronic data submittal — no later than **Monday, September 14, 2020**. Operating budgets will be submitted electronically only through the state’s new Agency Budget System (ABS). Other timeline and dates of interest for the 2021-23 budget development cycle are available on OFM’s [website](#).

The reporting feature of CBS provides most of the documentation needed for the electronic and paper submittal. Additional information that agencies would like to submit can be included as an attachment to a project in CBS.

Users both inside and outside the state government network can access CBS [here](#).

### Reporting requirements for higher education institutions

RCW [28B.77.070](#) requires two- and four-year institutions of higher education to submit capital budget outlines to OFM by August 15 of each even-numbered year, including a description of each capital project and the amount and fund source being requested. Additionally, the two-year institutions shall include the State Board of Community and Technical Colleges’ prioritized ranking of the capital projects. Four-year institutions will include their priority ranking and the capital budget category within which the project was submitted to OFM in accordance with RCW [43.88D.010](#). (Formerly submitted to the Higher Education Coordinating Board, which no longer exists.)

**NEW!**

By October 10, 2020, higher education institutions must also provide to their capital and operating budget analysts a balance sheet and projection of estimated income and spending for each institution’s building fee account.

**Reporting and budget submittal requirements related to Puget Sound recovery**  
RCW [90.71.320](#) requires state agencies that are responsible for implementing elements of the Action Agenda to provide to the Puget Sound Partnership (PSP) their estimates of the actions and the budget resources needed for the forthcoming biennium. The statute also requires these agencies to seek the concurrence of PSP in the proposed funding levels and sources included in this proposed budget.

Per Section 311 of the 2019-21 enacted operating [budget](#), PSP must provide the Governor with a single, prioritized list of state agency 2021-23 capital and operating budget requests related to Puget Sound by October 15, 2020.

The primary criterion used by PSP to prioritize agency budget requests is how strongly the requests align with the Action Agenda. To facilitate PSP’s mandated budget request prioritization process, all agencies requesting budget changes related to Action Agenda implementation must provide additional information as described in Chapter 12 (Puget Sound recovery) of the 2021-23 Operating Budget [Instructions](#).

**NEW!**

**Actions and investments related to climate resiliency**

OFM is required to consult with agencies to prioritize actions and investments that mitigate the effects of climate change and strengthen the resiliency of communities and the natural environment (2020 supplemental operating budget, ESSB 6168 Sec. 129 and Sec 924). A prioritized list of investments is due to be submitted to the governor and the legislature by November 1, 2020. OFM staff will reach out to agencies in July with further instructions on this new process.

**Required components of the budget submittals**

The following table outlines the required components of the budget submittal and how it must be organized in the notebooks submitted to OFM. For budget submittal definitions and requirements by statute, refer to Chapter [43.88](#) RCW. In addition to this list of required elements, an introductory letter from agency leadership is encouraged but not required.

Tab A	<input type="checkbox"/> Ten-year capital program summary (CBS 001) – CBS report ( <i>Chapter 3</i> ) <input type="checkbox"/> DAHP review letter and exempt project list ( <i>Chapter 3</i> ) <input type="checkbox"/> FTE summary – job description and FTE details ( <i>Chapter 3</i> ) <input type="checkbox"/> Maintenance backlog reduction plan ( <i>Chapter 1</i> )
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Tab B All preservation projects	<input type="checkbox"/> Capital project requests related to preservation (CBS 002) – CBS report ( <i>Chapter 3</i> ) <input type="checkbox"/> Capital project cost estimate (CBS 003 or C-100; <i>Chapter 3</i> )
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<p>Tab C All programmatic projects</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capital project requests related to new or expanded programs (CBS 002) – CBS report (<i>Chapter 3</i>)</li> <li><input type="checkbox"/> Capital project cost estimate (CBS 003 or C-100;<i>Chapter 3</i>)</li> </ul>
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<p>Tab D Grant and loan programs</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capital project requests related to grant and loan programs (CBS 002) – CBS report (<i>Chapter 3</i>)</li> <li><input type="checkbox"/> Project list, including location, for each grant and loan program that is not submitted as a subproject in CBS 002. For grant programs, please also identify match amount and proposed fund source when available. (<i>Chapter 3</i>)</li> </ul>
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