



Additional Information – Help Desk

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.



HereToHelp@ofm.wa.gov 360.407.9100

This glossary includes common terms used with the Capital Budget System (CBS).

✓ Use the OFM website <https://ofm.wa.gov/> to search for specific budget and legislative terms.

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Term	Description
A	
Acquisition Costs	Associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.
Appropriation	A legislative allocation of money for a specific purpose.
Associated	Cost estimates associated to a project.
Artwork	Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.
Attachments	Agencies must attach the following documentation: C-100, documentation from DAHP and GOIA, expected use on bond/COP proceeds, pictures (optional), and other documentation that may inform decision makers.
B	
Biennium	Two-year period. The Washington State fiscal biennium is from July 1 of odd-numbered years to June 30, two years later.
Budget Group	Anyone with a security access level of Agency Budget Edit Access and Agency Budget Operations are members of this group.
Budget Instructions	Information and timelines provided by OFM to guide agencies through the budget development and submittal processes. ✓ Budget instructions are available from the CBS dashboard.
BudgetWorks Portal	Website for agency users to access budget-related systems. BudgetWorks (https://budgetlogon.ofm.wa.gov/Logon.aspx) includes links to budget-related information, budget systems and support, password resets, and a form to request access for new users.
C	
Capital Budget	Appropriations made to state and local agencies for building and construction projects.
Capital Budget System (CBS)	CBS allows for the online development of the agency's capital budget request. It supports multiple budget versions so agencies can easily develop various scenarios.
Construction Contracts	Costs associated with a projects construction.
Consultant Services	Costs associated with architect and engineering (A/E) services from private consulting firms.
Cost Estimate	Approximation of the cost of a project.
D	
Design	Design documents form the basis for taking bids and constructing a facility.
E	
Equipment	Cost of equipment and furnishings that are essential to the project.
Escalated Cost	Base amount multiplied by escalation factor.
Escalation Factor	A percentage increase.
F	
FTEs	Full-time equivalent staff necessary for and related to the capital project or program.



Term	Description
G	
Grant and loan program	Some grants and loans are authorized directly in the capital budget bill to be passed through to state, tribal, and local or community organizations for various purposes, while other grants and loans are authorized through competitively-awarded statutory programs. Statutory grant programs must submit ten-year capital budget requests within the limits specified by statute. Agencies whose grant programs have no specified appropriation limits should submit requests based on a demonstrated need and reasonableness for the pending biennium and on a historical biennial appropriation history for the remaining four biennia.
H	
Historical Significance	A building is on the historical register, there are archaeological impacts, or per Executive Order 05-05, the Department of Archaeology and Historic Preservation (DAHP) and the Governor’s Office of Indian Affairs identifies a project as having historical or archaeological impacts.
L	
Lapse	Amount to give up.
Location	Address or latitude/longitude where the project is located.
M	
Minor works	Minor works projects are a consolidation of small capital projects, each valued at less than \$1 million (or \$2 million for higher education).
O	
Operating Impacts	Operational costs, including but not limited to the following: Alternatively financed projects, new facility costs, property acquisitions, and habitat and recreation land acquisitions.
P	
Predesign	A document that explores alternatives, conveys programming information, and provides a cost estimate for a proposed capital project.
Preferred	
Pre-Release	Edit check projects prior to submittal to OFM.
Preservation	Preservation projects maintain, preserve, and extend the life of existing state facilities and assets and do not significantly change the facility to address current or anticipated program changes. Examples include renovating building systems, upgrading utility systems, and making other significant repairs.
Program	Program projects primarily achieve a programmatic goal, such as changing or improving an existing space to meet program requirements or creating a new facility or asset through construction, lease, or purchase. This category includes projects ranging from building new facilities to significant renovation of existing facilities. Programmatic projects may also improve conditions, accommodate changes in services or clientele, or increase or maintain federal reimbursement.
Project	Appropriations for a broad range of construction, repair, and acquisition projects involving state office buildings; colleges and universities; prisons and juvenile rehabilitation facilities; parks and recreation; K-12 schools, affordable housing for low-income persons and people with special needs; water quality, water supply, and flood risk reduction infrastructure; and other capital facilities and programs.
Project class	Capital projects are identified as preservation, program, grant, or loan projects.
Proviso	A condition attached to an agreement.
R	



Term	Description										
Reappropriations	Unspent amounts from original appropriations made in the two-year budget period that are necessary to complete a project.										
Release	Submit projects for review to OFM.										
S											
Session	Official meeting of the Legislature. The Constitution provides for one 105-day regular session during odd-numbered years and one 60-day regular session during even-numbered years each biennium.										
Subproject	Minor works or grants or loans.										
T											
Ten-Year View	Plan of proposed capital spending for a ten-year period, starting with the ensuing biennium.										
U											
Unassociated	Cost estimates not associated to a project.										
User Role	<p>Set of permissions provided to someone authorized to use CBS.</p> <ul style="list-style-type: none"> ✓ Agency budget data is secured by a user role to help ensure agencies control and maintain their own budget information. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CBS User Role</th> <th style="width: 50%;">Additional Information</th> </tr> </thead> <tbody> <tr> <td>Agency Budget Operations</td> <td> <ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. </td> </tr> <tr> <td>Agency Budget Edit</td> <td> <ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. </td> </tr> <tr> <td>Agency Division</td> <td> <ul style="list-style-type: none"> ✓ Limited to specific/assigned tasks. ✓ View/update assigned decision package, budget information, and working capital. ✓ Run reports. </td> </tr> <tr> <td>Agency Facility</td> <td> <ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports. </td> </tr> </tbody> </table>	CBS User Role	Additional Information	Agency Budget Operations	<ul style="list-style-type: none"> ✓ Manage agency versions and decision packages. ✓ Manage agency budget submittal. ✓ Manage agency administration/settings. ✓ Run reports. 	Agency Budget Edit	<ul style="list-style-type: none"> ✓ Create/update decision packages. ✓ View/update working capital. ✓ View/update budget submittal information. ✓ Run reports. 	Agency Division	<ul style="list-style-type: none"> ✓ Limited to specific/assigned tasks. ✓ View/update assigned decision package, budget information, and working capital. ✓ Run reports. 	Agency Facility	<ul style="list-style-type: none"> ✓ Manage global settings. ✓ Manage administration/budget instructions. ✓ Manage budget intake and submittal process. ✓ Run reports.
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V											
Version	Represents an agency budget version. For example, a CBS budget version is created by the agency budget manager to prepare for an upcoming session .										

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