



STATE OF WASHINGTON  
**OFFICE OF FINANCIAL MANAGEMENT**

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March 31, 2020

**TO:** Agency Directors  
Statewide Elected Officials  
Presidents of Higher Education Institutions

**FROM:** David Schumacher  
Director

**SUBJECT: FUNDING COVID-19 RESPONSE ACTIVITIES WITHIN APPROPRIATIONS**

Thank you for your efforts to respond to the needs of Washingtonians during the COVID-19 pandemic. While essential services must be provided during this unprecedented time, I am writing to remind you that agencies cannot overspend their appropriations. State law and our Constitution prohibit agencies from exceeding appropriation levels set by the Legislature.

Agencies may be able to free up funds in their current appropriation for COVID-19 response efforts. You should look at whether any of your expenditures can be moved to the next fiscal year, and then do so wherever possible.

I also want to note that there are funding sources available to assist the state in responding to the pandemic. However, those funds are not unlimited, and we anticipate many organizations will request an allocation.

If you do not have sufficient appropriation authority to fund a COVID-19-related expenditure, you may submit a request to OFM for funding from the Disaster Response Account. OFM will evaluate all requests to determine whether and which requests will be funded.

You can submit your request for funds to OFM to [Nona Snell](#) and your [assigned OFM budget analyst](#). The request must include the following information:

- a. The issue or problem to be solved;
- b. The proposed solution, including the costs of the solution;
- c. Impact of the solution and how it solves the problem or issue;
- d. Potential consequences if the funding is not approved;
- e. Alternatives that were explored;
- f. Any statutory waivers needed; and
- g. Implementation plan.

If you have any questions, please contact your assigned budget analyst.