

BUDGET SUBMITTAL REQUIREMENTS

2.1 Budget request submittal requirements

Each agency must submit a combined PDF “binder” of its capital budget request to OFM. This PDF will be posted to OFM’s website and links shared with the public and Legislative staff.

- If the submittal is below the 20 MB restriction for email, email it to ofm.budget@ofm.wa.gov.
- For agencies **within** the State Government Network (SGN), larger files should be copied to our FTP site by pasting the following address into File Explorer (not a browser) – “[ftp://ftp.ofm.wa.gov/OFM/Capital Budget Submittals](ftp://ftp.ofm.wa.gov/OFM/Capital%20Budget%20Submittals)”.
- For agencies not within the SGN, files larger than 20 MB can be mailed on a flash (thumb) drive to OFM at the following address:

Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504-3113

If agencies must resubmit their capital plans to correct an error, they must resubmit both PDF and Capital Budget System (CBS) data. CBS is available through BudgetWorks - logon or request access [here](#).

Required components of budget submittals

The following table outlines the required components of the budget submittal and how it must be organized in the PDFs 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"/> Department of Archaeology and Historic Preservation (DAHP) review letter and exempt project list (<i>Chapter 3</i>) <input type="checkbox"/> FTE summary – job description and FTE details (CBS 004) CBS report (<i>Chapter 3</i>) <input type="checkbox"/> Maintenance backlog reduction plan (<i>Chapter 3</i>)
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 (Attached C-100; <i>Chapter 3</i>)
Tab C All programmatic projects	<input type="checkbox"/> Capital project requests related to new or expanded programs (CBS 002) – CBS report (<i>Chapter 3</i>) <input type="checkbox"/> Capital project cost estimate (Attached C-100; <i>Chapter 3</i>)

Tab D Grant and loan programs	<input type="checkbox"/> Capital project requests related to grant and loan programs (CBS 002) – CBS report <input type="checkbox"/> (Chapter 3) 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. (Chapter 3)
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Tab E COP forms	<input type="checkbox"/> Certificates of Participation (COPs) – for bond or COP projects, if applicable. (Chapter 3)
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New

Tab F Direct pay form	<input type="checkbox"/> Direct pay – projects that may qualify for new and expanded tax credits under the federal Inflation Reduction Act of 2022. (Chapter 1.7)
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2.2 Timeline and dates

Agencies are required to submit their entire capital and operating budget requests no later than **September 10, 2024**. Other timeline and dates of interest for the 2025-27 budget development cycle are available on OFM's [website](#).

2.3 Additional requirements

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 However, the higher education scoring requirements typically due by August 15 are paused for 2025-27 and do not need to be submitted for this biennium. Instead, pieces of the scoring materials will instead be submitted alongside the agency state budget submission due in September. For more details, see Chapter 7.

By October 15, 2024, higher education institutions must 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 (Partnership) 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 the Partnership in the proposed funding levels and sources included in this proposed budget.

Per section 309 of the 2023-25 enacted operating budget (ESSB [5187](#)), the Partnership must provide the Governor and appropriate legislative fiscal committees with a single, prioritized list of state agency 2025-27 capital and operating budget requests related to Puget Sound by October 15, 2024.

The primary criterion used by the Partnership to prioritize agency budget requests is how strongly the requests align with the Action Agenda. To facilitate the Partnership’s mandated budget request prioritization process, all agencies requesting budget changes related to Action Agenda implementation must provide additional information as described in [Chapter 14](#) (Puget Sound Recovery & Salmon Strategy Requirements) of the 2025-27 operating budget [instructions](#).

2.4 Governor’s Salmon Recovery **New**

Additional budget submittal and reporting requirements to OFM and the Governor’s Salmon Recovery Office.

In 2021, Governor Inslee updated the [statewide salmon strategy](#) (strategy) to renew and strengthen the State’s commitment to salmon recovery. The updated strategy expands priorities to include climate resiliency, addresses known threats, honors commitments to tribes, and is broadly consistent with regional recovery plans. The Governor’s Salmon Recovery Office (GSRO) is identified in statute ([RCW 77.85.030](#)) and in the strategy as the lead agency to maintain and implement the strategy.

Section 305(4) of the 2023-25 enacted operating budget ([ESSB 5187](#)) provides additional direction to implement the strategy by convening the natural resource subcabinet and developing a biennial workplan. The workplan is a summary of statewide priorities with a recommended budget for salmon recovery that aligns with tribal priorities and federally approved salmon recovery plans.

All agency requests must provide additional information as described in [Chapter 14](#) of the 2025-27 operating budget [instructions](#).

Action and investments related to programs that address or may cause environmental harms or benefits **New**

The Healthy Environment for All Act (HEAL Act), Chapter 314, Laws of 2021 ([RCW 70A.02](#)) was adopted for the following purposes:

- Reduce environmental and health disparities in Washington state and improve the health of all Washington state residents.
- Ensure policy and program decisions, environmental reviews, funding decisions, and permitting decisions meaningfully engage communities and identify and address environmental health disparities in overburdened communities and vulnerable populations.
- Reduce environmental harms and increase environmental benefits for tribes.
- Track and measure implementation of environmental justice actions in state agencies and outcomes for Tribes and communities.

The following state agencies are “covered” and opt in agencies” that must implement the requirements of the HEAL Act:

Departments of Ecology	Department of Natural Resources
Department of Agriculture	Department of Transportation
Department of Commerce	Puget Sound Partnership
Department of Health	Office of the Attorney General

If state agencies not specifically covered by the law opt to follow the HEAL Act requirements, they are obligated to follow the law.

Under RCW [70A.02.080](#), beginning on or before July 1, 2023, the identified agencies must take specific actions when making expenditure decisions or developing budget requests to OFM and the Legislature for programs that address or may cause environmental harms or provide environmental benefits. Covered agencies must also consider any guidance developed by the Environmental Justice Council and the Environmental Justice Interagency workgroup under RCW [70A.02.110](#).

Agencies required to comply that are considering a significant agency action initiated after July 1, 2023, are required to conduct an environmental justice assessment. RCW [70A.02.010](#)(12) defines significant agency actions as the following:

- The development and adoption of significant legislative rules as defined in RCW [34.05.328](#).
- The development and adoption of any new grant or loan program that the agency is explicitly authorized or required by statute to implement.
- A capital project, grant, or loan award costing at least \$12,000,000.
- A transportation project, grant, or loan costing at least \$15,000,000.
- The submission of agency request legislation to the Office of the Governor or the OFM for approval.
- Any other agency actions deemed significant by a covered agency consistent with RCW [70A.02.060](#).

To date the Environmental Justice Council and the Environmental Justice Interagency workgroup have not developed guidance related to funding decisions and budget requests. However, the Environmental Justice Council will be developing it priorities for state agency budget request this summer and fall.

To help agencies determine how their budget requests impact overburdened and tribal communities the Governor has issued [Directive 24-11](#) which includes a mapping tool to identify tribal and overburdened communities. This [map](#) can be downloaded from OFM.

To help OFM understand how HEAL Act agency budget requests meet HEAL Act requirements, covered, and opt in agencies are required to complete additional questions related to the HEAL Act. These questions are shown below and are in addition to the equity related questions required of all agencies. Covered agencies are asked to answer the following questions and submit them through ABS.

1. Please describe specific likely or probable environmental harms and/or benefits and their associated health impacts to overburdened communities and vulnerable populations.
2. Please describe the estimated percentage and amount of the requested funds that will go towards creating environmental benefits in overburdened communities and vulnerable populations as defined in the OBC map. If applicable, please include your methodology for making this estimate, including project/award lists if available.
3. Please describe any potential significant impacts to Indian Tribes' rights and interest in their tribal lands.
4. Describe how your agency engaged with Tribes in developing this proposal, including offers for tribal consultation, and any direction provided by Tribes through this engagement.

5. If the decision package is agency request legislation or is considered a significant agency action that is required to complete an environmental justice assessment under RCW [70A.02.010](#)(12) please submit the assessment as an attachment in ABS.
6. Describe how your agency used the Environmental Justice Assessment process to eliminate, reduce, or mitigate environmental harms and equitably distribute environmental benefits. If your agency determined that you were unable to eliminate, reduce, or mitigate environmental harms and equitably distribute environmental benefits, please provide a justification for not doing so.