

CHAPTER 2

BUDGET SUBMITTAL REQUIREMENTS

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

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 their assigned submittal dates. Operating budgets will be submitted electronically only through the state’s new Agency Budget System (ABS). (Do not expect an exemption from these dates because delays significantly affect the time available for OFM analysis.) See Appendix 1 for the list of agencies and due dates. Other timeline and dates of interest for the 2019-21 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.

CBS is available on two websites. For users with access to the state government network, use this [site](#). If you cannot access this site or you do not have access to the state government network, use this [site](#).

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.)

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 2017–19 enacted operating [budget](#), PSP must provide the Governor with a single, prioritized list of state agency 2019–21 capital and operating budget requests related to Puget Sound by October 15, 2018.

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 2019-21 Operating Budget [Instructions](#).

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.

Tab A

- Ten-year plan summary information
- Ten-year capital program summary (CBS 001) – CBS report (*Chapter 3*)
- DAHP review letter and exempt project list (*Chapter 3*)
- FTE summary – narrative and FTE details (*Chapter 3*)
- Backlog reduction plan (*Chapter 1*)

Tab B

All preservation projects

- Capital project requests related to preservation (CBS 002) – CBS report (*Chapter 3*)
- Capital project cost estimate (CBS 003) – projects greater than \$1 million (or \$2 million for higher education institutions) (*Chapter 3*)
- Expected use of bond funds or certificate of participation (COP) – for bond or COP projects, if applicable, for required agencies. (*Chapter 3*)

Tab C

All programmatic projects

- Capital project requests related to new or expanded programs (CBS 002) – CBS report (*Chapter 3*)
- Capital project cost estimate (CBS 003) – projects greater than \$1 million (or \$2 million for higher education institutions) (*Chapter 3*)
- Expected use of bond funds or certificate of participation (COP) – for bond or COP projects, if applicable, for required agencies. (*Chapter 3*)

Tab D Grant and loan programs	<input type="checkbox"/> Capital project requests related to grant and loan programs (CBS 002) – CBS report (<i>Chapter 3</i>) <input type="checkbox"/> Project list for each grant and loan program that is not submitted as a subproject in CBS 002. (<i>Chapter 3</i>)
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TAB E Expected use of bonds or COP forms	<input type="checkbox"/> Expected use of bond funds or Certificates of Participation (COPs) – for bond or COP projects, if applicable. (Chapter 3)
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