Appendix 2
BUDGET SUBMITTAL COMPONENTS CHECKLIST

Submittal requirements for all agencies

Agency information

- ☐ Agency Head transmittal letter
- ☐ Agency organization chart
- ☐ Agency activity inventory report
- ☐ Performance measure incremental estimates report
- ☐ Indirect cost allocation to activities description
- ☐ Agency strategic plan
- ☐ Agency descriptive text review and update if needed

Recommendation summary

- ☐ Recommendation summary at agency level
- ☐ Recommendation summary at program level

Decision packages

- ☐ Decision package summaries
- ☐ Individual decision packages

Agency supporting details

- ☐ Summarized revenues
- ☐ Proposed fee changes
- ☐ Working capital reserve
- ☐ Revenue transfer reconciliation statement
- ☐ Federal fund estimates/state match
- ☐ Additional federal receipts reporting requirements
- ☐ Nonbudgeted local fund summary (submittal [form](#))
- ☐ Puget Sound Action Agenda: list of DPs and capital project requests
- ☐ JLARC audit responses
- ☐ Direct pay (submittal [form](#))*
- ☐ Facility costs (submittal [form](#))*

Other supporting documents

- ☐ Central services fund split information
- ☐ Extraordinary risk management DP and enterprise risk management updates

Additional submittal requirements for transportation agencies

- ☐ Summary of goal-oriented initiatives and investments, expected outcomes
- ☐ Financial plan (for fund administrators)
- ☐ Backlog reduction plan

Additional submittal requirements for the Washington State Patrol

- ☐ Updates to recruitment and retention issues, projected retirements
- ☐ Academy class schedule
- ☐ Vehicle/aviation fleet life-cycle analysis and replacement plan
- ☐ Report detailing the implementation of a transition to cloud computing and storage

Additional submittal requirements for County Road Administration Board

- ☐ Supporting statistical information: rural roads, rural bridges, all-weather road programs
- ☐ Grant awards table – RAP, CAPP, CFCIP

Additional submittal requirements for Transportation Improvement Board

- ☐ Supporting statistical information: sidewalks, urban arterials, small city arterial programs
- ☐ Grant awards table: SCAP, SCSP, SCPP, UAP, SP, APP

Additional submittal requirement for Freight Mobility Strategic Investment Board

- ☐ Grant awards table, Freight Mobility Program

Additional submittal requirements for Department of Transportation

- ☐ Reappropriations and new awards tables for grant programs
- ☐ Ferry-specific information (operating), vehicle passenger ridership forecast data, level-of-service information
- ☐ Capital program 10-year investment plan narratives, contingency cost/risk reserve spreadsheet
- ☐ Summary of "section 601" changes (OFM-approved cost changes)
- ☐ Nickel, TPA, and Connecting Washington status reports
- ☐ Capital facilities TEIS project list
- ☐ Funding plan summaries for mega-projects
- ☐ Ferry capital, vessel rebuild and replacement plan, project lists

Additional submittal requirements for higher education agencies

Higher education budget forms 2025-27

- ☐ Attachment A-1 locally authorized salary increases
- ☐ Attachment A-2a non-faculty exempt CBA template
- ☐ Attachment A-2b classified CBA summary
- ☐ Attachment A-3 faculty collective bargaining summary
- ☐ Attachment B-1 waivers, state supported
- ☐ Attachment B-2 waivers, non-state supported
- ☐ Attachment B-3 financial aid from non-state sources

☐   Attachment B-4 student loan debt

☐   Maintenance and operations for new buildings coming online in 2025-27 (C form)

Other items

☐   Local fund summaries (report)

☐   Fund balance management (report)

☐   Tuition and enrollment change model data (due to LEAP post-budget submittal)

*New requirements beginning with 2025-27 budget submittals.