

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 Committee and House Capital Budget Committee. *Capital budget documents must be submitted in a separate binder than the operating budget documents.*

If agencies must resubmit their capital plans to correct an error, they must resubmit paper and CBS data. Please submit budget requests in three ring binders, number the pages, and reduce oversize materials. Send paper 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. (Do not expect an exemption from these dates because delays significantly affect the time available for OFM analysis.) See Appendix A-1 for the list of agencies and due dates. Other timeline and dates of interest for the 2017-19 budget development cycle may be found [here](#).

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, the address is http://BASS.ofm.wa.gov/BASSLOGON_PR/. If you cannot access this site or you do not have access to the state government network, use https://fortress.wa.gov/ofm/bass/BASSLogon_pr/logon.aspx.

Reporting requirements for higher education institutions

[RCW 28B.77.070](#) requires two-year 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](#). (These reports were previously 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 Puget Sound Action Agenda to provide to the Puget Sound Partnership (PSP) by June 1 of each even-numbered year their estimates of the actions and costs needed to implement the Action Agenda items. The due date is August 12, 2016 (moved from the June 1 statutory deadline) to accommodate the adoption of the Action Agenda update.

In addition, all capital budget requests related to Puget Sound must also provide additional information described in Section 14.4 of the [2017-19 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](#).

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| <p>TAB A</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Ten-Year Plan Summary information <input type="checkbox"/> Ten-Year Capital Program Summary (CBS 001) – CBS report (<i>Chapter 3.1</i>) <input type="checkbox"/> DAHP review letter and exempt project list (<i>Chapter 3.2</i>) <input type="checkbox"/> FTE Summary – narrative and FTE details (<i>Chapter 3.5</i>) <input type="checkbox"/> Backlog reduction plan (<i>Chapter 1.3</i>) |
| <p>TAB B All Preservation Projects</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Capital project requests related to preservation (CBS 002) – CBS report (<i>Chapter 3.2</i>) <input type="checkbox"/> Capital Project Cost Estimate (CBS 003) – projects greater than \$1 million (or \$2 million for higher education institutions) (<i>Chapter 3.4</i>) <input type="checkbox"/> Expected use of bond funds or certificate of participation (COP) – for bond or COP projects, if applicable, for required agencies. (<i>Chapter 3.2</i>) |
| <p>TAB C All Programmatic Projects</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Capital project requests related to new or expanded programs (CBS 002) – CBS report (<i>Chapter 3.2</i>) <input type="checkbox"/> Capital Project Cost Estimate (CBS 003) – projects greater than \$1 million (or \$2 million for higher education institutions) (<i>Chapter 3.4</i>) <input type="checkbox"/> Expected use of bond funds or certificate of participation (COP) – for bond or COP projects, if applicable, for required agencies. (<i>Chapter 3.2</i>) |
| <p>TAB D Grant and Loan Programs</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Capital project requests related to grant and loan programs (CBS 002) – CBS report (<i>Chapter 3.2</i>) <input type="checkbox"/> Project list for each grant and loan program that is not submitted as a subproject in CBS 002. (<i>Chapter 3.2</i>) |