



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 20, 2016

TO: Agency Directors
Statewide Elected Officials
Presidents, Higher Education Institutions
Boards and Commissions

FROM: David Schumacher
Director

SUBJECT: INSTRUCTIONS FOR 2017 SUPPLEMENTAL BUDGET SUBMITTALS

Thank you for the timely submittal of your 2017-19 budgets. We look forward to working with you on Governor Inslee's budget recommendations for both 2017-19 and the remainder of the current biennium.

Here are the submittal instructions for the 2017 supplemental operating and capital budgets, which are due to OFM by **October 24**.

Operating Budget

Nature of Requests. Supplemental operating budget requests should be limited to:

- Non-discretionary changes in legally-mandated caseloads or workloads.
- Necessary technical corrections to the enacted 2015-17 budget.

Additional Funding from Other Sources. If there is a likelihood of additional federal or private/local funding during the 2015-17 biennium, agencies should consult with their [assigned OFM budget analyst](#) about utilizing the unanticipated receipt process or including those funds in a supplemental or biennial budget decision package. As always, the normal unanticipated receipt process is suspended during the legislative session.

Electronic Submittal. Proposed operating supplemental budget revisions must be submitted to OFM electronically through the Budget Development System (BDS). Justification narrative follows the decision package format described in [Chapter 3 of OFM's 2017-19 Operating Budget Instructions](#).

Revisions and New Proposals. Narrative descriptions for any revisions should be as detailed as possible. If new funding is requested, make sure the justification fully explains why these additional costs cannot be absorbed within your existing budget. Also, describe the implications to program outcomes, client services, revenues (including fees), legislation, and federal rules, as well as any barriers that might complicate implementation of a proposal. Clearly identify any proposals that require new legislation.

New fees, extensions of existing fees, and all fee increases – whether or not legislation is required – must be part of the agency budget submittal. Submit justification for new, extended, or increased fees using the process described in [Chapter 9 of the 2017-19 Operating Budget Instructions](#).

Number of Copies. With the exceptions noted below, all agencies must submit six (6) complete copies of their operating budget submittal documents to OFM. (See the address below.) OFM will forward copies to the House and Senate fiscal committees and other recipients, as appropriate.

- *DSHS* – ten (10) complete copies.
- *HCA* – seven (7) complete copies.
- *Higher education institutions* – eight (8) complete copies. (OFM will forward additional copies to the Student Achievement Council and the Council of Presidents office.)
- *WSDOT* – ten (10) complete copies.
- *DOL* – nine (9) complete copies
- *WSP* – nine (9) complete copies
- *Other transportation agencies* – seven (7) complete copies.

Submittal documents must include the Recommendation Summary Report from BDS, narrative decision package justification, summarized revenue report from BDS for agencies submitting revenue changes, Request for New or Increased Fees form (if applicable), and electronic submittal verification form.

Posting Decision Packages. Agencies are required to provide electronic copies of each decision package in their budget request as part of the submittal process. Agencies may accomplish this in one of two ways:

- 1) If you post your agency request to your public website, provide the URL where it may be accessed.
- 2) Absent a posting on your public website, forward copies via e-mail to OFM.Budget@ofm.wa.gov.

Regardless of the method used, documents must conform to your agency's ADA accessibility compliance policy. The electronic submittal confirmation form can be found [here](#).

Capital Budget

Nature of Requests. Proposals for the 2017 supplemental capital budget should be limited to technical corrections, emergency issues, or return of project savings. Because of the potential impact of any state General Fund revenue losses on projects supported by general obligation bonds, OFM may ask agencies for more information on reappropriation needs, cash disbursement schedules, or project options.

Electronic Submittal. All capital budget revisions must be submitted to OFM using the Capital Budget System (CBS). The justification must follow the format found in Chapter 2 of the [2017-27 Capital Budget Instructions](#).

Number of Copies. All agencies submitting capital budget proposals must submit five copies.

Mailing Address/Physical Location

Send the specified number of supplemental operating or capital budget requests by **October 24** to:

Office of Financial Management
300 Insurance Building (3rd Floor - North)
P.O. Box 43113
Olympia, WA 98504-3113

Thank you for your assistance. Please direct questions to your [assigned OFM budget analyst](#).

cc: Agency Budget Officers