APPENDIX 1

BUDGET SUBMITTAL COMPONENTS CHECKLIST

Submittal requirements for all agencies

Agency information

|  |  |
| --- | --- |
|  | Agency Head transmittal letter |
|  | Agency organization chart |
|  | Agency activity inventory report *(Chapter 3)* |
|  | Performance measure incremental estimates report *(Chapter 3)* |
|  | Indirect cost allocation to activities description *(Chapter 3)* |
|  | Agency strategic plan *(Chapter 3)* |
| Recommendation summary | |
|  | Recommendation summary at agency level *(Chapters 1, 4)* |
|  | Recommendation summary at program level *(Chapters 1, 4)* |
| Decision packages | |
|  | Decision package summaries *(Chapter 2)* |
|  | Individual decision packages *(Chapter 2)* |
| Agency supporting details | |
|  | Summarized revenues *(Chapter 7)* |
|  | Proposed fee changes *(Chapter 8)* |
|  | Working capital reserve *(Chapter 7)* |
|  | Revenue transfer reconciliation statement *(Chapter 7)* |
|  | Federal fund estimates/state match *(Chapter 7)* |
|  | Additional federal receipts reporting requirements *(Chapter 7)* |
|  | Nonbudgeted local fund summary *(Chapter 12)* |
|  | Puget Sound Action Agenda: list of DPs and capital project requests *(Chapter 12)* |
|  | JLARC audit responses *(Chapter 12)* |
| Other supporting documents | |
|  | Central services fund split information *(Chapter 11*) |
|  | Extraordinary risk management DP and enterprise risk management updates *(Chapter 11)* |

**Additional** submittal requirements for transportation agencies *(See Transportation Addendum)*

|  |  |
| --- | --- |
|  | Summary of goal-oriented initiatives and investments, expected outcomes |
|  | Financial plan (for fund administrators) *(Chapter 11)* |
|  | 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 |

**Additional** submittal requirements for the 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 the 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 the Freight Mobility Strategic Investment Board

|  |  |
| --- | --- |
|  | Grant awards table ̶ Freight Mobility Program |

**Additional** submittal requirements for the Washington State 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 *(See Higher Education Addendum)*

Higher education budget forms 2019-21

|  |  |
| --- | --- |
|  | 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 2019-21 (C form) |
| Other items | |
|  | Local fund summaries (report) |
|  | Fund balance management (report) |
|  | Tuition and enrollment change model data (due to LEAP post-budget submittal) |