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

Other supporting documents

- ☐ Fee inventory, required annually if your agency sets and collects fees (submittal [form](#))
- ☐ 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 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 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 2023-25

☐ 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 2023-25 (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 requirement for 2023-25 budget submittals only.