



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

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Agency Request Legislation – 2019 Legislative Session

REQUIRED ELEMENTS CHECKLIST

Legislative proposals will not be reviewed until a complete package is received in BATS.

Agency heads must review and approve each legislative proposal prior to submittal. Proposals requiring commission or advisory committee endorsements should be presented well in advance to ensure submittals meet the deadline.

A complete package includes:

- A statement that explains why you need the bill, what problem the bill is designed to correct, and how it is tied to a Governor's priority.
- A summary of major provisions in the draft bill and impacts on current law.
- Irrespective of whether a bill has a fiscal impact, a completed fiscal note from each of the affected state agency(s), including local government (coordinate with Department of Commerce).
- The official Code Reviser draft of the proposed legislation containing Z-draft number. (If revisions are made during the review process, submit the requisite copy in BATS as soon as it is available).
- Agency's budget decision package (if the legislation is tied to a budget request).

The following information must be entered in the Agency Contacts field in the Bill Analysis and Tracking System (BATS). Include position titles, agency names, entity names, phone numbers and any other pertinent information in the "Description" field.

- Names, titles, and phone numbers for subject matter experts in your agency who are available to answer policy and fiscal impact questions related to the proposed bill.
- The agency's Assistant Attorney General who reviewed the proposed bill draft.
- All state and local government agencies affected by the proposed bill, their positions, and each agency's representative (and contact information) who may speak to the issue(s).
- Stakeholder work is required prior to submittal. Proposals without adequate stakeholder work and analysis will be rejected. Stakeholders (e.g., constituent groups, legislators, tribal governments) must be entered into the system. Provide contact person name, entity name, their position and any concerns.