

# BUDGET SUBMITTAL REQUIREMENTS

## 2.1 Budget request submittal requirements

Each agency must submit a combined PDF “binder” of its capital budget request to OFM. This PDF will be posted to OFM’s website and links shared with the public and Legislative staff.

- If the submittal is below the 20 MB restriction for email, email it to [ofm.budget@ofm.wa.gov](mailto:ofm.budget@ofm.wa.gov).
- For agencies *within* the SGN, larger files should be copied to our FTP site by pasting the following address into File Explorer (not a browser) – “[ftp://ftp.ofm.wa.gov/OFM/Capital Budget Submittals](ftp://ftp.ofm.wa.gov/OFM/Capital%20Budget%20Submittals)”.
- For agencies *not within* the SGN, files larger than 20 MB can be mailed on a thumb drive to OFM at the following address:

Office of Financial Management  
300 Insurance Building  
P.O. Box 43113  
Olympia, WA 98504-3113

If agencies must resubmit their capital plans to correct an error, they must resubmit both PDF and Capital Budget System (CBS) data.

CBS is available through BudgetWorks. You can logon to BudgetWorks or request access [here](#).

### Required components of budget submittals

The following table outlines the required components of the budget submittal and how it must be organized in the PDFs submitted to OFM. For budget submittal definitions and requirements by statute, refer to Chapter [43.88](#) RCW. In addition to this list of required elements, an introductory letter from agency leadership is encouraged but not required.

Tab A	<input type="checkbox"/> Ten-year capital program summary (CBS 001) – CBS report ( <i>Chapter 3</i> )
	<input type="checkbox"/> DAHP review letter and exempt project list ( <i>Chapter 3</i> )
	<input type="checkbox"/> FTE summary – job description and FTE details (CBS 004) CBS report ( <i>Chapter 3</i> )
	<input type="checkbox"/> Maintenance backlog reduction plan ( <i>Chapter 1</i> )

Tab B	<input type="checkbox"/> Capital project requests related to preservation (CBS 002) – CBS report ( <i>Chapter 3</i> )
All preservation projects	<input type="checkbox"/> Capital project cost estimate (Attached C-100; <i>Chapter 3</i> )

<p>Tab C All programmatically projects</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capital project requests related to new or expanded programs (CBS 002) – CBS report (<i>Chapter 3</i>)</li> <li><input type="checkbox"/> Capital project cost estimate (Attached C-100; <i>Chapter 3</i>)</li> </ul>
<p>Tab D Grant and loan programs</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capital project requests related to grant and loan programs (CBS 002) – CBS report (<i>Chapter 3</i>)</li> <li><input type="checkbox"/> Project list, including location, for each grant and loan program that is not submitted as a subproject in CBS 002. For grant programs, please also identify match amount and proposed fund source when available. (<i>Chapter 3</i>)</li> </ul>
<p>Tab E COP forms</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Certificates of Participation (COPs) – for bond or COP projects, if applicable. (<i>Chapter 3</i>)</li> </ul>

## 2.2 Timeline and dates

Agencies are required to submit their entire capital and operating budget requests no later than **Sept. 20, 2022**. Other timeline and dates of interest for the 2023-35 budget development cycle are available on OFM’s [website](#).

CBS is available through BudgetWorks. You can logon to BudgetWorks or request access [here](#).

## 2.3 Additional requirements

### *Reporting requirements for higher education institutions*

RCW [28B.77.070](#) requires two- 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](#). (Formerly submitted to the Higher Education Coordinating Board, which no longer exists.)

By October 14, 2022, higher education institutions must also provide to their capital and operating budget analysts a balance sheet and projection of estimated income and spending for each institution’s building fee account.

### *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 Action Agenda to provide to the Puget Sound Partnership (PSP) their estimates of the actions and the budget resources needed for the forthcoming biennium. The statute also requires these agencies to seek the concurrence of PSP in the proposed funding levels and sources included in this proposed budget.

Per Section 309 of the 2021-23 enacted operating [budget](#), PSP must provide the Governor and appropriate legislative fiscal committees with a single, prioritized list of state agency 2023-25 capital and operating budget requests related to Puget Sound by October 15, 2022.

The primary criterion used by PSP to prioritize agency budget requests is how strongly the requests align with the Action Agenda. To facilitate PSP’s mandated budget request prioritization process, all agencies requesting budget changes related to Action Agenda implementation must provide additional information as described in Chapter 13 (HEAL Act and Puget Sound Recovery) of the 2023-25 operating budget [instructions](#).

**UPDATED** *Budget requests related to compliance with clean buildings law*

The Clean Buildings standard will apply to many state agency facilities (see Section 5.11). The objective of these laws, passed in 2019 and 2022, are to lower costs and pollution from fossil fuel consumption in the state’s existing building stock.

**NEW** To help OFM and the Legislature identify projects that help meet clean buildings performance standards, please add the acronym “CBPS” to the associated project title in CBS. For example, “CBPS: Administrative building HVAC replacement.” This only applies to new projects requested by agencies. We generally do not change project titles once they appear in an enacted budget with an associated project number.

**NEW** *Action and investments related to programs that address or may cause environmental harms or benefits*

The Healthy Environment for All Act (HEAL Act), Chapter 314, Laws of 2021 ([RCW 70A.02](#)) was adopted for the following purposes:

- Ensure environmental reviews, funding decisions, and permitting decisions identify and address environmental health disparities in overburdened communities.
- Reduce exposure to environmental hazards on tribal lands.
- Track and measure implementation of environmental justice in state agencies.

The following state agencies are “covered agencies” that must implement the requirements of the HEAL Act:

- Departments of Ecology
- Department of Agriculture
- Department of Commerce
- Department of Health
- Department of Natural Resources
- Department of Transportation
- Puget Sound Partnership

If state agencies not specifically covered by the law opt to follow the HEAL Act requirements, they are obligated to follow the law.

Under RCW [70A.02.080](#), beginning on or before July 1, 2023, the identified agencies must, where practicable, take specific actions when making expenditure decisions or developing budget requests to OFM and the Legislature for programs that address or may cause environmental harms or

provide environmental benefits. Covered agencies must also consider any guidance developed by the Environmental Justice Council and the Environmental Justice Interagency workgroup under [RCW 70A.02.110](#).

Agencies required to comply that are considering a significant agency action initiated after July 1, 2023, are required to conduct an environmental justice assessment. RCW [70A.02.010](#)(12) defines significant agency actions as the following:

- The development and adoption of significant legislative rules as defined in RCW [34.05.328](#).
- The development and adoption of any new grant or loan program that the agency is explicitly authorized or required by statute to implement.
- A capital project, grant, or loan award costing at least \$12,000,000.
- A transportation project, grant, or loan costing at least \$15,000,000.
- The submission of agency request legislation to the Office of the Governor or the OFM for approval.

Any other agency actions deemed significant by a covered agency consistent with RCW [70A.02.060](#). The Environmental Justice Council and the Environmental Justice Interagency workgroup are beginning to develop guidance related to funding decisions and budget requests. In addition to the HEAL Act requirements, please look for additional guidance from the Environmental Justice Council and the Environmental Justice Interagency workgroup to help develop agency biennial and supplemental budget requests.