

WHAT'S NEW

What's new for 2023-25 biennial budget submittals

Redesign of OFM's budget instructions webpages

To make OFM's budget instructions more user-friendly, we've simplified our budget instructions webpages. The main budget instructions webpage now contains links to all instructions and forms you'll need to submit your budget requests. We've also combined all instruction documents into 2 parts. Part 1 contains the operating, transportation, higher education instructions and strategic plan guidelines, while Part 2 contains the capital and higher education capital project evaluation system instructions, predesign manual, and architect/engineer fee guidelines and fee schedule. We've also created new pages just for budget submittal forms.

Chapter 2: Equity-focused budgeting

Continuing the Governor's focus on equity in his 2023-25 budget development, agencies will answer new questions in the package description that address the impact of their budget requests on marginalized communities.

How is your proposal impacting equity in the state?

- Which communities are impacted by this proposal? Include both demographic and geographic communities.
- How are disparities in communities impacted?

Chapter 2: Budget requests related to compliance with clean buildings law

The Clean Buildings Performance Standard (CBPS) will apply to make state agency requests for facilities over 20,000 sq/ft (see Section 5.11 of the capital budget instructions to learn more). 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. If your request is related to the CBPS, begin your DP title with "CBPS:".

Chapter 8: Fee inventory

OFM is required by statute to collect a 5-year history of agency fees. OFM will collect this data annually as part of the agency budget submittal process. All agency-imposed fees must be entered into the Inventory of State Fees [form](#) and uploaded into ABS with the agency's budget submittal. See Chapter 8 for more information on fees and reporting requirements.

Chapter 13: HEAL (Healthy Environment for All) Act and Puget Sound recovery

The Healthy Environment for All Act, passed in the 2021 legislative session ([RCW 70A.02](#)), and Puget Sound Recovery requirements are now combined in a new Chapter 13. Requirements for agencies covered by the HEAL Act and those opting to follow the law can be found there.

Capital budget

Costs estimates. Agencies are now required to submit costs estimates using the C-100 for projects over \$1 million (\$2 million for higher education). The CBS 300 report will no longer be utilized for capital budget requests.

Reappropriations. The instruction language is clarified to emphasize that reappropriation requests must be based on the enacted version of the current budget. Agencies are no longer required to answer project description questions for reappropriations; prioritization is not required for reappropriations requests; and information will soon be available on OFM and the Legislature’s joint project to develop a process that calculates reappropriations based on actual expenditures and future allotted amounts. Expect to receive periodic requests for reappropriations updates from OFM and the Legislature as you develop your budget requests.

Other changes. A summary of other changes is summarized in [Chapter 1](#) of the capital budget instructions.

Find more detailed information in the [2023-25 budget instructions](#).