## Appendix 2

### 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.