APPENDIX 2

Budget Submittal Components Checklist

Submittal requirements for all agencies

Agency information:
- Agency organization chart
- Agency activity inventory report (Chapter 3)
- Performance measure incremental estimates report (Chapter 3)
- Indirect cost allocation to activities description (Chapter 3)
- Agency strategic plan

Recommendation summary:
- Recommendation summary at agency level (Chapters 1, 4)
- Recommendation summary at program level (Chapters 1, 4)

Decision packages:
- Decision package summaries (Chapter 2)
- Individual decision packages (Chapter 2)

Agency supporting details:
- Summarized revenues (Chapter 7)
- Proposed fee changes (Chapter 8)
- Working capital reserve (Chapter 7)
- Revenue transfer reconciliation statement (Chapter 7)
- Federal fund estimates/state match (Chapter 7)
- Additional federal receipts reporting requirements (Chapter 7)
- Nonbudgeted local fund summary (Chapter 12)
- Puget Sound Action Agenda: list of DPs and capital project requests (Chapter 12)
- JLARC audit responses (Chapter 12)

Other supporting documents:
- Central services fund split information (Chapter 11)
- Extraordinary risk management DP and enterprise risk management updates (Chapter 11)
**Additional submittal requirements for transportation agencies:**
- Summary of goal-oriented initiatives and investments, expected outcomes (*Chapter 3*)
- Financial plan (for fund administrators) (*Chapter 11*)
- Backlog reduction plan

**Additional submittal requirements for the Washington State Patrol:**
- Updates to recruitment and retention issues, projected retirements (*Chapter 6*)
- Academy class schedule
- Vehicle/aviation fleet life-cycle analysis and replacement plan

**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 Washington State 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 2019-21:
- □ 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 2019-21 (C form)

Other items:
- □ Local fund summaries (report)
- □ Fund balance management (report)
- □ Tuition and enrollment change model data (due to LEAP post-budget submittal)