

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)