



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 10, 2020

TO: Transportation Agency Directors

FROM: David Schumacher
Director

A handwritten signature in blue ink, appearing to be "DS", located to the right of the name "David Schumacher".

SUBJECT: TRANSPORTATION BUDGET INSTRUCTIONS UPDATE

I am writing to clarify the transportation budget instructions.

All transportation agencies must re-base their budgets to a level below maintenance level (ML) for programs not protected from reduction by either state constitutional provisions or by federal law. Agencies with protected programs and activities should continuously evaluate these programs and services for improvements that can be achieved within current funding.

OFM is asking all transportation agencies to submit decision packages that identify and describe budget reductions that are equal to 10 percent of their ML budgets. Decision packages describing these reductions will be the cornerstone of the 2021-23 biennial budget as we navigate these uncertain times.

Requests for new funding in the 2021-23 biennium should be highly restrained and focus on only the highest-priority services that deliver significant performance improvements and outcomes for the people of Washington. Successful requests will include thorough explanations, detailed budget models and spending plans, and well-developed scalable options. Budget requests also should be thoroughly vetted with other involved agencies and stakeholders.

If you have any questions, please work with your assigned budget analyst.

