



STATE OF WASHINGTON
— OFFICE OF GOVERNOR JAY INSLEE —

Agency Request Legislation – 2023 Legislative Session

REQUIRED ELEMENTS CHECKLIST

Legislative proposals will not be reviewed until a complete package is received in the Bill Enrollment & Agency Requests System (BEARS).

Agency heads must review and approve each legislative proposal prior to submittal. Proposals requiring commission or advisory committee endorsements should be presented well in advance to ensure submittals meet the deadline.

The following information must be entered in the Stakeholders page. Include position titles, agency names, entity names, phone numbers or email and any other pertinent information as indicated.

- All state and local government agencies affected by the proposed bill, their positions, and each agency's representative (and contact information) who may speak to the issue(s).
- Stakeholder work is required prior to submittal. Proposals without adequate stakeholder work and analysis will be rejected. Stakeholders (e.g., constituent group, legislators, tribal governments) must be entered into the system. Provide contact person name, entity name, their position, and any concerns.

The following information must be entered in the Agency Contacts page. Include position titles, agency names, entity names, phone numbers and any other pertinent information as indicated.

- Names, titles, and phone numbers for subject matter experts in your agency who are available to answer policy and fiscal impact questions related to the proposed bill.
- The agency's Assistant Attorney General who reviewed the proposed bill draft.

The following information must be entered in the Required Elements page. Please respond to all questions within the application and do not embed within any attachment unless indicated to do so. The questions can be reviewed on the following page.

- All questions that indicate as being required for submittal have responses entered within the system
- All questions that are applicable to your request have responses entered within the system



Required Elements for Agency Request Legislation

1. **Provide a statement that explains why your agency needs the bill.** *(Required before submittal.)*
Include in your statement what problem the bill is designed to correct.
2. **Is this bill tied to the Governor's priority or priorities?** *(Required before submittal.)*
3. **If the response to the prior question was "Yes," please indicate which Governor's priority or priorities.** *(Required before submittal.)*
4. **Provide a summary of major provisions.** *(Required before submittal.)*
5. **Provide changes to the current law.** *(Required before submittal.)*
6. **Irrespective of whether a bill has a fiscal impact, attach a completed fiscal note from each of the affected state agency(s), including local government.** *(Required before submittal.)*
Coordinate with Department of Commerce.
7. **Will the fiscal impact of this proposed legislation exceed \$50,000?** *(Required before submittal.)*
8. **If the legislative is tied to a budget request, please provide the agency's budget decision package code and title for reference.** *(Required before submittal.)*
Option: Attach a copy of the Decision Package
9. **Please attach the official Code Reviser draft of the proposed legislation containing a Z-draft number, and ensure it matches the Z-draft number provided on the field within the Agency Request Information screen.** *(Required before submittal.)*
If revisions are made during the review process, add the updated copy to the Attachments section within your agency request.
10. **Review the submittal requirements and confirm the following was included in your list of Agency Contacts:** *(Required before submittal.)*
 - At least one or more subject matter experts available to answer policy and fiscal impact questions related to the proposed bill.
 - For any state or local government agencies affected by the proposed bill one or more agency representatives who may speak to the issue(s) has been provided.
 - The agency's Assistant Attorney General who reviewed the proposed bill draft.
11. **Did you provide adequate stakeholder information within the stakeholder's section?** *(Required before submittal.)*
Proposals without adequate stakeholder work and analysis will be rejected. Stakeholders (e.g., constituent groups, legislators, tribal governments) must be entered into the system.

12. Does this proposal require commission or advisory committee endorsements? *(Required before submittal.)*

If your answer to this question is yes, then the proposal should be presented well in advance to ensure submittals meet the deadline.

13. Complete the equity checklist for each piece of agency request legislation.

The equity checklist is still in progress and will be available for download within BEARS when the new application goes live this June. This checklist needs to be downloaded, completed, and uploaded as an attachment.

14. Did your agency head review and approve this legislative proposal? *(Required before submittal.)*

Optionally provide any supporting documentation for this confirmation.

Provide any additional information about this proposed bill. *(Respond if applicable.)*