



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 15, 2021

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: INSTRUCTIONS FOR 2022 SUPPLEMENTAL BUDGET SUBMITTALS

Supplemental budget requests are due to the Office of Financial Management (OFM) on **September 13, 2021**. Submittals should focus on the following types of budget revisions:

- Non-discretionary changes in legally-mandated caseloads or workloads.
- Necessary technical corrections to the enacted 2021-23 budgets.
- Additions or reductions to federal or private/local funding anticipated for the remainder of the biennium.
- Only the highest priority policy enhancements or resource reprogramming operating and transportation budget proposals, consistent with Governor Inslee's priority goals.
- Capital projects that address emergent needs and cannot wait for the 2023-25 capital budget.
- COVID response needs that may be addressed in the second year of the biennium with federal COVID response funds.

Operating and Transportation Budgets

Proposed operating and transportation supplemental budget requests must be submitted to OFM electronically through the enterprise Agency Budget System (ABS). Release of ABS operating budget data with all required elements constitutes your submittal. The 2021-23 budget instructions, system tutorials and credentialing information may be found at our [Washington BudgetWorks](#) site.

Capital Budget

Agencies must submit capital budget requests using the Capital Budgeting System (CBS), and for projects greater than \$5 million, must attach a completed [C-100 form](#). Hard copies of capital budget requests are no longer accepted. Electronic copies can be emailed to the Budget Operations [mailbox](#), saved to OFM's [ftp site](#), or saved to a thumb drive and mailed to OFM. See "What's New" at the top of the capital budget instructions for several new requirements.

Operating, Transportation, and Capital Budgets

Narrative descriptions for any revisions should be as detailed as possible and must fully explain why additions cannot be absorbed within your existing budget. Also describe the implications to program outcomes and client services, revenues (including fees), legislation, and federal rules, as well as any barriers that might complicate achievement of a policy change. Clearly identify any changes that require [2022 agency request legislation](#).

Governor Inslee continues to focus on equity in his 2022 supplemental budgets. Therefore, agencies are expected to address impacts on marginalized communities in their decision packages.

OFM will consider the following questions when reviewing agency decision packages and analyzing budget impacts to understand how reductions or additions impact opportunities and access for individuals who have historically been excluded or under-represented.

- **Equity impacts to under-represented communities** (i.e., demographic, geographic, and economic groups that are historically or currently underrepresented that may be affected by the policy, program and potential decision).
- **Populations benefiting from or burdened by the proposal** (i.e., program or policy expands or reduces opportunities and access for individuals who have historically been excluded or underserved; change in policies or practices that perpetuate racial disparities and/or institutional racism; and availability and accessibility of benefits and resources distributed to communities that need it).
- **Strategies to mitigate unintended consequences** (i.e., program or policy integrates strategies to improve access for immigrants, refugees and under-represented people; culturally specific strategies to address the needs of Washingtonians; and perspectives involved or not involved in developing the proposal or in decision making).

Fees

As required by [RCW 43.135.055](#), unless otherwise exempted, fees may only be imposed or increased if approved by the Legislature. If necessary, submit legislation authorizing new fees or fee increases through the agency request legislation process. New fees, extensions of existing fees, and all fee increases, whether or not legislation is required, must be part of the supplemental budget submittal using OFM's [Request for New or Increased Fees](#) form. A **new requirement** is that an inventory of all fees collected by the agency must be submitted with the budget requests. Pursuant to RCW [43.88.585](#), OFM has a fee database that historically has been maintained at <http://fiscal.wa.gov/Fees.aspx>. Fee collection submittals must include fees that have been introduced or changed since January 1, 2018. Fee information must be entered into the [Inventory of State Fees form](#) that is found on our website and submitted to the Budget Operations [mailbox](#) by September 13, 2021.

Information Technology

For budget requests related to information technology (IT), please see [chapter 10](#) of the 2021-23 operating budget instructions and contact the Office of the Chief Information Officer at OCIOConsultants@ocio.wa.gov to request a decision package review. Decision package reviews may occur before or after budget requests are submitted and should include your agency, the OCIO and your assigned [OFM budget analyst](#). For purposes of a decision package review, an "IT project" is defined as a decision package that funds:

- development or acquisition of a new or enhanced software or hardware system or service,
- acquisition or enhancements of an agency data center, or
- continuation of a project that is, or will be, under OCIO oversight.

RCW [43.88.092](#) requires the OCIO to evaluate all proposed IT decision packages and establish priority ranking of these proposals. The OCIO will work with agencies to collect the information necessary to evaluate and score each decision package to inform the prioritized list for the Governor and Legislature.

All One Washington-related requests, including agency requests, will be reviewed and refined by the One Washington program to develop a single, consolidated enterprise-wide decision package. One Washington will coordinate closely with the OFM Budget Division, the OCIO and agencies to ensure agency budget needs are identified for successful implementation. All completed One Washington-related agency requests must be submitted to One Washington by August 20, 2021, to be considered for inclusion in the enterprise-wide decision package. Due to the complexity of decision package development, late submissions will not be considered. For more details, see the [OneWA 2022 Supplemental Budget Instructions](#).

If you have questions, please contact your agency's [assigned OFM budget analyst](#).

cc: Agency Budget Officers
OFM Budget Analysts