



Budget Request Process FAQs

DESCRIPTION	A set of frequently asked questions related to agency budget request development timeline and tasks, including next steps for agencies and what to expect for once agencies have submitted their budget requests.
PURPOSE	To help answer high-level questions related to the budget development, exception processes, and information specifically related to biennial budget development.
AUDIENCE	Agency POCs, agency budget subject matter experts.

Q. Do *all* agencies need to submit OneWa-related budget requests to be included in the consolidated, enterprise-wide, decision package?

A. No. Since fall 2019, the OneWa tech team has worked with agencies to collect data and system inventories to help identify agency systems and interfaces impacted by OneWa. This self-reported data identified [44 agencies](#) with impacted systems and interfaces. Of these 44 agencies, only [15 agencies](#) with impacted finance systems and interfaces will automatically qualify to make resource requests in the OneWa 2021-23 budget request. The other 29 agencies will need to review the Exception Criteria and Justification Form to determine if they may qualify as an [exception to submit a budget request](#).

All OneWa-related requests from 44 agencies will be reviewed and refined by the OneWa program and then submitted as one consolidated OneWa decision package. In order to be good stewards of state resources and mindful of the current economic environment, the OneWa decision package will seek to meet agencies’ and program needs while being as concise as possible.

Q. What if my agency is not one of the 15 agencies, but we want to submit an OneWa-related budget request?

A. Please see the [Exception Criteria and Justification Form](#) to determine whether your agency is eligible to submit an exceptions request. Also, view the [Agency Budget Request Process](#) for an end-to-end process flow overview.

Q: What if my agency is not one of the 44 identified with finance impacts? Can we still submit a budget request?

A: At this time, the OneWa program is only accepting budget requests from the 44 agencies who have identified impacts to their financial systems. Phase 1A of the ERP implementation is focused on replacing AFRS.

Q: If I look at the [modernization roadmap](#), procurement is part of Phase 1B. Why aren't procurement systems part of the budget requests?

A: Given the state's economic and budgetary constraints, the immediate focus is AFRS replacement (Phase 1A-Core Financials and Phase 1B-Expanded Financials).

Q. What support will OneWa provide to help agencies submit biennial budget requests to OneWa?

For the agencies with self-reported impacts to finance systems and interfaces, OneWa will contact each of the agencies to provide a customized [Agency Resource Calculation Tool and instructions](#) related to how to calculate resource needs. During summer 2020, OneWa will provide workshops for agencies to assist in the development of their OneWa-related budget requests.

- **For the 15 agencies with self-reported impacts to finance systems and interfaces, there will be an initial kick-off meeting for a series of budget workshops on June 22.** Participants will include [15 agencies](#) with high finance system/interface impacts, the OneWa tech team, OFM IT, and several OneWa program team members. The purpose of this kick-off meeting is to provide an overview of the budget process, review the tools that agencies can use to assess their resource needs, and answer any initial questions. A recording of the session will be made available on the [OneWa budget resources webpage](#).
- **For the 29 agencies with lower impact self-reported impacts to finance systems and interfaces, there will be an initial kick-off meeting for a series of budget workshops on June 25.** Participants will include 29 agencies with finance system/interface impacts, the OneWa tech team, OFM IT, and several OneWa program team members. The purpose of this kick-off meeting is to provide an overview of the budget process, review the [budget exceptions process](#), and answer any initial questions. A recording of the session will be made available on the [OneWa budget resources webpage](#).
- **Budget workshops will take place over three weeks in July:** The purpose of these workshops is to answer questions, validate agency needs, and facilitate discussion related to keeping and replacing agency systems/interfaces.

See additional resources related to the 2021-23 biennial budget requests on our [budget resources](#) page.

Q. What activities does my agency need to complete by when?

A. See the detailed OneWa-related [budget request checklist](#) for agencies for a description of key activities and due dates. Please reach out to the OFM Budget Manager, Briana Samuela (briana.samuela@ofm.wa.gov) with any questions.

Q. How do I create my agency’s request for OneWa related resources?

A. Create your budget request by using the customized spreadsheet – Agency Resource Calculation Tool sent to you on 6/15 with your agencies data pre-populated. See [the Agency Resource Calculation Tool instructions](#) for detailed guidance to complete the spreadsheet.

To help agencies complete the template, there are three key resources to help agencies identify potential impacts to systems that support administrative business functions. These resources can be used to estimate efforts and timeframes to update, replace, or integrate agency functionality with the ERP. You can find each of these resources, including definitions and instructions here.

1. [OneWa Data & System Inventory](#)
2. [Chart of Accounts Modeling](#)
3. [Business Process Mapping \(Functionality\)](#)

Q. How do I submit my agency’s request for OneWa related resources?

A. Once your Agency Resource Calculation Tool is complete, submit the form as an email attachment to the OneWa Mailbox (onewa@ofm.wa.gov) and carbon copy, Tyler Lentz (Tyler.Lentz@ofm.wa.gov) and Briana Samuela (Briana.Samuela@ofm.wa.gov).

Q. When do I need to submit my budget request to OneWa?

A. *Agencies must submit their budget requests by August 15, 2020* to be considered for inclusion in the OneWa decision package. Developing the decision package is critical for resource planning – agencies who submit their requests late will not be included in the DP.

Q. Who from my agency needs to submit the budget request?

A. The OneWa team will be working through [agency POCs](#) to complete the budget requests. POCs are ultimately responsible for submitting the request by August 15, 2020. Agency POCs are encouraged to pull in the correct budget, finance, and IT subject matter experts from their agency to support the effort. See the [agency POCs list](#) to find the POC for your agency.

Q. Why are budget requests limited to only technical resources?

A. Given the budget situation the state finds itself in, the OneWa program had to limit requests to technical resources. The reason for this is because the program ran an analysis and was able to determine the hard costs associated to technical resources. The program has teamed with

industry partners to perform a similar analysis of what type of additional agency resource needs may be needed given the size and complexity of the business transformation. As a result, OneWa is in the process of creating an OCM funding pool for agencies that require additional capacity to support readiness. This funding pool will help agencies add additional OCM and potentially business and PMO resources based on their need. OneWa will provide more information as it becomes available.