

Title	Agency Supplemental Budget Request		
Challenge area:	<input type="checkbox"/> Student Readiness <input type="checkbox"/> Affordability <input type="checkbox"/> Institutional Capacity & Student Success <input type="checkbox"/> Capturing the Potential of Technology <input type="checkbox"/> Stable and Accountable Funding	Staff lead:	Don Bennett
		Position	Deputy Director
		Email:	donb@wsac.wa.gov
		Phone:	360-753-7831
Synopsis:	<p>The Office of Financial Management issued instructions and set a deadline of October 4, 2013 for submission of state agency budget requests.</p> <p>Washington Student Achievement Council staff propose revisions to the enacted 2013-15 biennial budget for three agency responsibilities:</p> <ul style="list-style-type: none"> • College Bound Scholarship • Planning, Analyzing and Monitoring State Results • Outreach and Advocacy 		
Guiding questions:	<p>Is sufficient funding provided in the 2013-15 biennial budget to meet College Bound Scholarship students' financial aid award needs?</p> <p>Does the Washington Student Achievement Council have adequate staff resources to carry out the Council's statutory mission and duties in key areas: planning, analyzing and monitoring state results; and outreach and advocacy?</p>		
Possible council action:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Approve/Adopt <input type="checkbox"/> Other: _____		
Documents and attachments:	<input type="checkbox"/> Brief/Report <input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Third-party materials <input type="checkbox"/> Other		



WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION › OPPORTUNITY › RESULTS

Agency Supplemental Budget Request

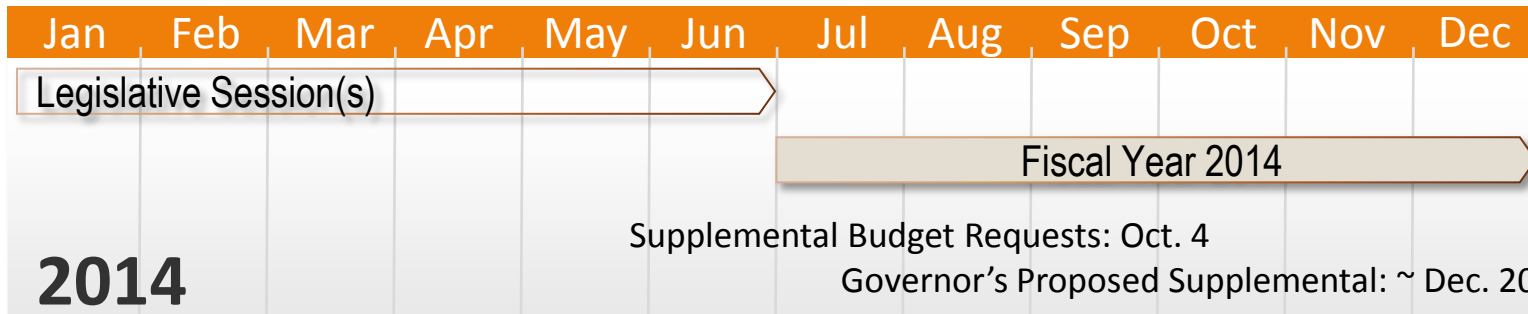
Don Bennett, Deputy Director

Supplemental Budget Request

- State Operating Budget Timeline
- Agency Budget Overview
- Proposed Revisions:
 - College Bound Scholarship
 - Planning, Analyzing, and Monitoring State Results
 - Outreach and Advocacy

State Budget Timeline

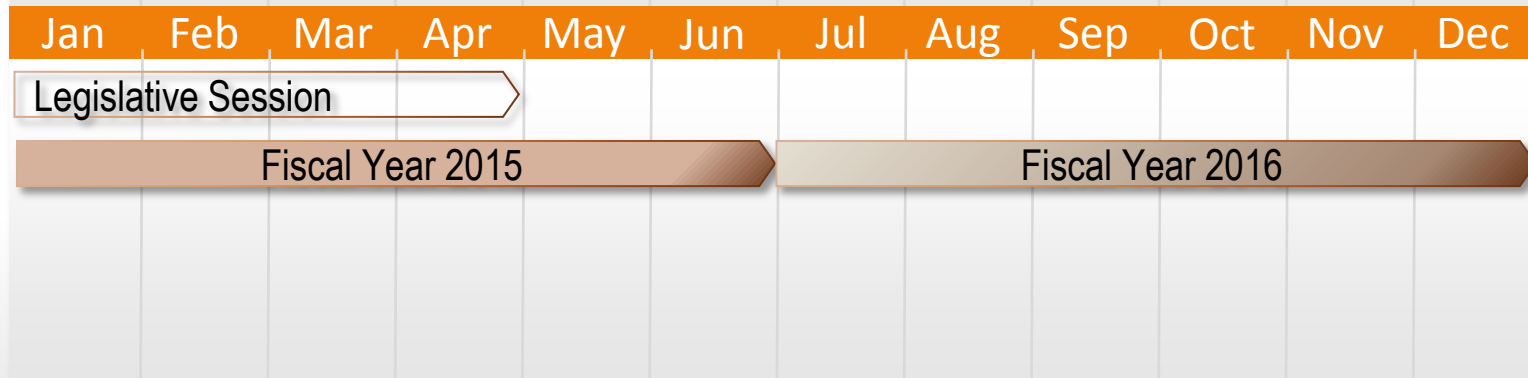
2013



2014



2015



Supplemental Budget Request

- **OFM Instructions:**

- Non-discretionary changes in legally mandated caseloads or workloads.
- Necessary technical corrections to the currently enacted budget.
- Additional federal or private/local funding expected to be received for the remainder of the biennium.
- Highest priority policy enhancements or resource reprogramming proposals consistent with Governor Inslee's priority goal areas under Results Washington.

- **Statutory Mission: *Increase Educational Attainment***

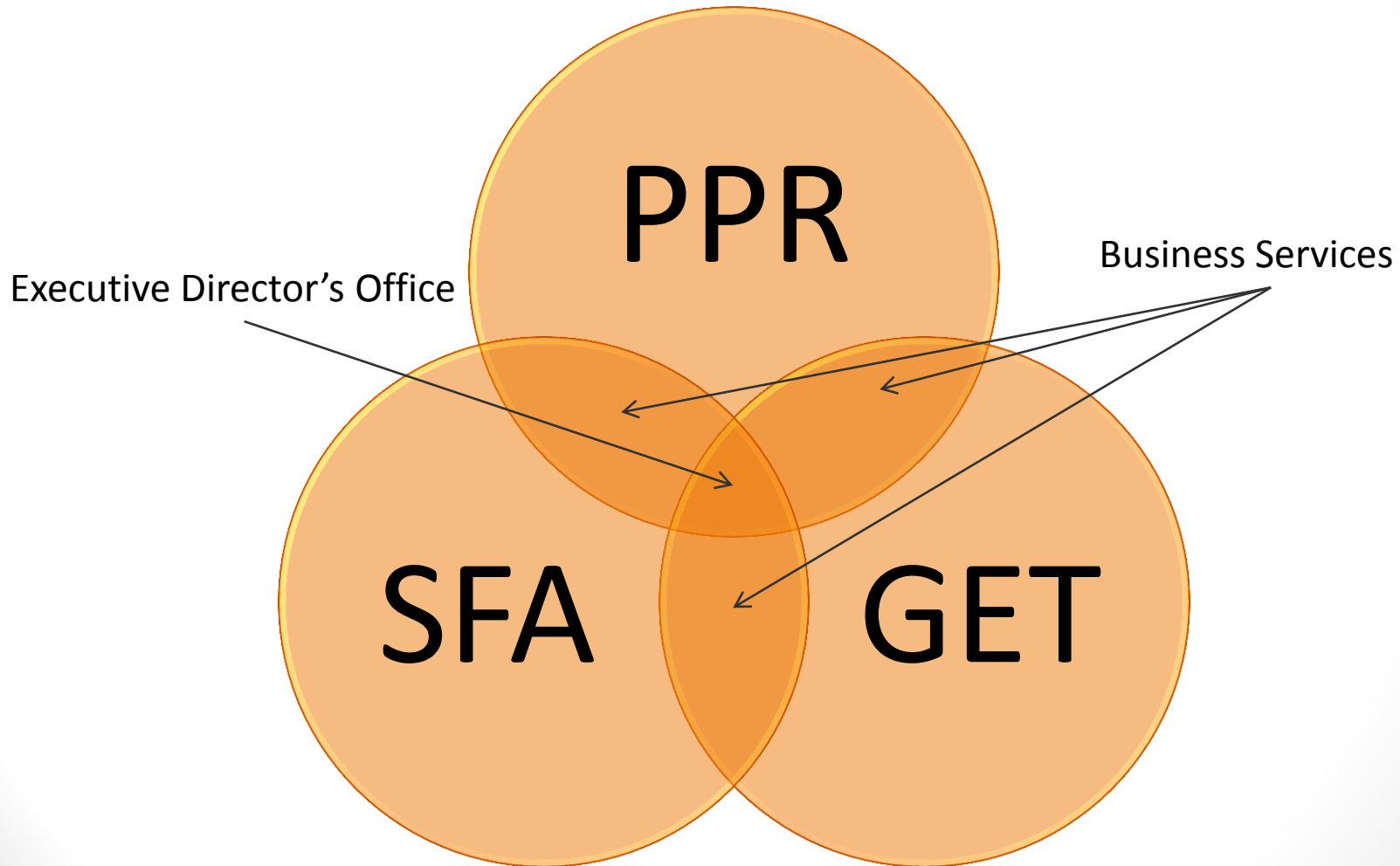
- Propose goals, recommend resources to achieve goals, monitor progress toward meeting goals.
- Propose improvements and innovations.
- Advocate for higher education; educate the public.

Agency Budget Overview

2013-15 Biennial Budget - Appropriations

	FY 14	FY 15	Total
Policy & Coordination			
General Fund – State	5.3 M	5.3 M	10.6 M
General Fund – Federal	2.4 M	2.4 M	4.8 M
	7.7 M	7.7 M	15.4 M
Student Financial Aid			
General Fund – State	245.1 M	244.7 M	489.8 M
General Fund – Federal	5.8 M	5.8 M	11.6 M
Education Legacy Trust	14.5 M	21.5 M	36.0 M
Opportunity Pathways	73.5 M	73.5 M	147.0 M
	338.9 M	345.5 M	684.4 M

Agency Budget Overview



College Bound Scholarship

\$36.0 M in biennial budget

Student awards in 2013-14 \$ 24.0 M

Estimated awards in 2014-15 \$ 24.0 M

Biennial Cost \$ 48.0 M

- College Bound Scholars first enrolled in postsecondary beginning in 2012-13 academic year.
- Continuing students and successive Class of 2013
- Budget directs priority for State Need Grant

Additional funding of \$ 12.0 M required in 2014 Supplemental.

Planning, Analyzing & Monitoring State Results

- Ten-Year Roadmap (2013)
 - Strategic Action Plan; Resource Recommendations (2014)
- Ten-Year Roadmap update (2015)
 - Strategic Action Plan; Resource Recommendations (2016)

Policy Development, Implementation, Coordination

Data Analysis, Research, and Monitoring Results

Increase Attention to Diversity and Equity Policy Issues

Improve Opportunities for Students with Disabilities (SB 5180)

Request \$645,000 for 4.0 FTE staff and related costs.

Outreach & Advocacy

Improving Student Transitions and Success

- College Goal Washington – College Application Campaign
- Support for Underserved Populations
 - College Bound Scholars
- TheWashBoard.org – IT Support
- State Authorization Reciprocity Agreement

Communication and Advocacy

- *Ready, Set, Grad* Website – Social Media

Request \$584,000 for 4.0 FTE and related costs.

Summary of Requests

Decision Package	Amount
College Bound Scholarship	\$ 12.0 M
Planning, Analyzing, and Monitoring State Results	\$ 645 K
Outreach and Advocacy	\$ 584 K



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

August 14, 2013

TO: Agency Directors

FROM: David Schumacher
Director

SUBJECT: INSTRUCTIONS FOR 2014 SUPPLEMENTAL BUDGET SUBMITTALS

Supplemental budget requests are **due to OFM no later than October 4, 2013**. Only the following types of budget revisions should be submitted:

- Non-discretionary changes in legally-mandated caseloads or workloads.
- Necessary technical corrections to the currently enacted budget.
- Additional federal or private/local funding expected to be received for the remainder of the biennium. Unless that funding has already been approved as part of the original legislative budget, or as an unanticipated receipt (for spending prior to March 2014), it must be made part of the supplemental budget request using expenditure authority types 2, 7 or 8, as appropriate. (Note: The unanticipated receipt process is suspended during the legislative session.)
- Highest priority policy enhancements or resource reprogramming proposals consistent with Governor Inslee's priority goal areas under Results Washington.

Washington's steady recovery from the Great Recession continues, but the pace of recovery means that pressure on the 2014 supplemental budgets will remain high. We ask agencies to limit all discretionary budget requests, consistent with their Lean management and other efficiency and performance management efforts to streamline and improve services while *reducing* costs. Budget requests should be limited to only those initiatives which meet the state's highest priority needs for the most efficient, high quality services to the public over the long term.

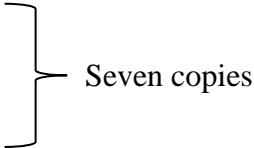
Proposed **operating** supplemental budget revisions must be submitted to OFM electronically through the Budget Development System (BDS). Narrative justification follows the decision package (DP) format described in Chapter 4 of OFM's 2013-15 Budget Instructions, which are available at http://ofm.wa.gov/budget/instructions/operating/2013_15/chapter4.pdf

Narrative descriptions for any revisions should be as detailed as possible. The justification must fully explain why additions cannot be absorbed within the agency's 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 new legislation.

Some agencies have statutory authority to set program fees at a level sufficient to cover the costs of administering that program. Under Initiative 960 (RCW 43.135.055), such statutes do not authorize

agencies to increase fees without prior and specific legislative approval. Agencies with legislative mandates for fee-supported programs, or other requests for new or revised fees, must document the specific fees using the *OFM Request for New or Increased Fees* form found at <http://www.ofm.wa.gov/budget/forms.asp>.

Budget requests are distributed to legislative staff, executive staff, archives and the State Library. Please use the following guidelines in submitting hard copies to OFM:

- Transportation agencies
 - Higher education institutions
 - Dept. of Social and Health Services
 - Capital budget requests
 - All others – five copies
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Hard copies should include the Recommendation Summary Report from BDS, decision package justification, summarized revenue report from BDS for agencies submitting revenue changes, and *Request for New or Increased Fees* document, if applicable.

Any **capital budget** revisions should be submitted to OFM using the Capital Budget System (CBS). The justification must follow the format described in Chapter 2.3 of OFM's 2013-23 Capital Budget Instructions found at <http://ofm.wa.gov/budget/instructions/capinst/13-23capinstr/default.asp>.

Proposals for the 2014 supplemental capital budget should be limited to technical corrections, emergency issues, return of project savings, and highest-priority enhancements consistent with Results Washington goals and outcomes. Because of the potential impact to the General Fund for projects supported by general obligation bonds, OFM staff may ask some agencies to provide more information on reappropriations, cash disbursement schedules, or project options.

For budget revisions related to **information technology**, ESSB 5891 (Chapter 33, Laws of 2013, 2nd Special Session) requires the Office of the Chief Information Officer (OCIO) to evaluate all proposed information technology (IT) decision packages and establish priority ranking of these proposals. No more than one-third of the proposed decision packages can be ranked as high priority. The OCIO will be working closely with OFM Budget to provide a prioritized list for the Governor and Legislature. The OCIO criteria that will be used to assess IT budget submittals can be found at http://ofm.wa.gov/budget/instructions/2014_ITsuppbudgetinstructions.pdf.

Please release electronic data and deliver the specified number of copies for supplemental operating and/or capital budget requests no later than October 4, 2013, to:

Office of Financial Management
300 Insurance Building
P.O. Box 43113
Olympia, WA 98504-3113

Questions should be directed to your [assigned OFM budget analyst](#).

cc: Agency Budget Officers