



PROCESS AND SCHEDULE TIMELINE

Capital Budget Request

The following time/activity sequence is a typical schedule for biennial capital budget actions.

- A. Summer Odd Year – SBCTC sends capital budget instructions to each college; instructions reflect guidelines and priorities for the request as developed by SBCTC staff with the WACTC capital committee and the State Board.
- B. Fall/Winter Odd Year – Facility condition survey is performed, to identify repair needs and establish condition scores for state owned buildings.
- C. Summer/Fall Odd Year – Each college develops matching fund, renovation, replacement repair, minor and growth project requests for December submittal according to SBCTC instructions. These are scored and ranked.
- D. Winter Even Year – Colleges finalize detailed budget request.
- E. Spring Even Year – Local requests due at SBCTC.
- F. May Even Year – OFM publishes state-level instructions for agency capital requests and outlines their electronic submission requirements.
- G. June Even Year – SBCTC acts on recommended system capital budget request.
- H. September Even Year – Final budget request submitted to Governor and Legislature.
- I. Fall Even Year – OFM reviews capital requests, including budget-evaluation studies on selected major projects.
- J. December Even Year – Governor recommends funding levels for the state capital budget.
- K. January-May Odd Year – Legislature considers capital budget requests and Governor's recommendations, and makes appropriations. Governor signs the act following consensus of the House and Senate.
- L. July 1 Odd Year – The appropriation act takes effect; newly appropriated capital funds are available, subject to provisos and the OFM allotment process.

Supplemental Request

Supplemental requests traditionally make corrections to the biennial budget and address emergent conditions unknown at the time of the biennial request.

The abbreviated schedule for a supplemental capital budget is typically as shown in the following example.

- A. Late fall – OFM puts out call for emergency capital needs/requests.
- B. December – Governor recommends supplemental budget funding levels
- C. January-March – Legislature acts on amendments to the biennial capital appropriations act.

Supplemental appropriations typically become effective immediately after the Governor signs the supplemental capital budget.