**2026 Supplemental Budget - COP Request**

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| --- | --- | --- | --- | --- |
| College: |  |  | Project title: |  |
| Summary description (2-3 sentences): | | | | |
|  | | | | |
| Site address: |  |  | Legislative Districts: |  |
| State Funds | $ |  |  |  |
| Local funds | $ |  |  | |
| COP funds | $ |  |
| Other funds | $ |  |
| Project total: | $ |  |

**Narrative for CBS**

1. What is the problem/opportunity? Identify: priority, underserved people/communities, operating budget savings, public safety improvements & clarifying details. Include information about the current condition of the facility/systems if applicable.
2. What will the request produce or construct? When will the project start/end? Identify if the project can be phased, and if so, which phase is included in the request. Provide detailed cost backup.
3. How would the request address the problem or opportunity identified in question 1? What would be the result of not taking action?
4. Which clientele would be impacted by the budget request? Where and how many units would be added, people or communities served, etc.
5. Describe how this project supports the agency’s strategic master plan or would improve agency performance. Reference feasibility studies, master plans, space programming and other analyses as appropriate.
6. How does this project contribute to meeting the greenhouse gas emissions limits established in RCW 70A.45.050, Clean Buildings performance standards in RCW 19.27A.210, or other statewide goals to reduce carbon pollution and/or improve efficiency?
7. How does this project impact equity in the state? Which communities are impacted by this proposal? Include both demographic and geographic communities. How are disparities in communities impacted?

**Attachments**

* Project budget, C-100 form
* [Expected use of bond/COP proceeds](https://ofm.wa.gov/sites/default/files/public/budget/forms/2025-27/ExpectedUseBondCopProceedsForm2025-27.doc) (Tax-exempt bond financing questionnaire)

For alternative financing (COP) requests, also include:

* BOT resolution or minutes
* [COP Financial Contract Request form](https://www.sbctc.edu/colleges-staff/programs-services/capital-budget/capital-budget-development) (fiscal health analysis)