

# WA State Capital Budget 101

Every legislative session, the State Legislature considers community capital requests to include in the State's Capital Budget. The WA Office of Financial Management defines a capital project as "a broad range of construction, renovation, rehabilitation and acquisition... A capital project is a project to construct either new facilities or make significant, long-term renewal improvements to existing facilities."

Food banks across the state have been successful in having their capital projects included in the Capital Budget, from a range of \$100,000 to several million dollars.

This is a reimbursement-style grant for capital construction projects only. The grants are administered by the Department of Commerce. Operating costs are ineligible.

## Have Your Ducks in a Row

### STEP 1

- Know the scope of your project
- Be able to talk about the impact that the project will have
- Identify funding sources (secured) in addition to potential state funding
- Line up support from your city and county officials and other stakeholders

## Meet Your State Elected Officials

### STEP 2

- Contact your elected officials (State Senators and Representatives) about your project
- When you meet, go over the basics and the project's impact
- If successful, you will be asked to fill out and submit a capital budget request for them to sponsor

## Submit Your Proposal

### STEP 3

- Know the deadline for applications to be submitted
- Complete the capital budget request using the online Member Requested Local Community Project Information Form (a link will be provided to you by your legislative sponsor)
- Make sure everything is completed correctly and submit. A copy will automatically be sent to your legislative sponsor for their approval

## Follow Up with Your Elected Officials

### STEP 4

- Track the capital budget in both the State House and Senate
- Follow up with your elected official(s) sponsors to remind them about the impact your project will have in your community/their district
- Sign up to testify about your project (if applicable)

## Finalize

### STEP 5

If successfully funded, the WA Department of Commerce will:

- Notify you in writing
- Ask you to complete a "Contract Readiness Survey"
- Verify organizational contact information for next steps
- Assign a project manager to facilitate the process

### For more information:

- Citizen's Guide to the Capital Budget - Go to <https://leg.wa.gov/Senate/Committees/WM> and click the link matching this title
- WA Legislature Page - Go to <https://leg.wa.gov/> for session info, finding your elected officials, capital budget committee information, and more