

Multiple Agency Fiscal Note Summary

Bill Number: 6304 P S SB	Title: Identcards/homelessness
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Estimated Cash Receipts

Agency Name	2019-21		2021-23		2023-25	
	GF- State	Total	GF- State	Total	GF- State	Total
Department of Licensing	0	31,000	0	21,000	0	2,000
Total \$	0	31,000	0	21,000	0	2,000

Estimated Operating Expenditures

Agency Name	2019-21			2021-23			2023-25		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Department of Commerce	.0	0	0	.0	0	0	.0	0	0
Department of Licensing	.4	0	114,000	.2	0	62,000	.0	0	2,000
Department of Children, Youth, and Families	.0	10,000	10,000	.0	0	0	.0	0	0
Superintendent of Public Instruction	.0	0	0	.0	0	0	.0	0	0
Total \$	0.4	10,000	124,000	0.2	0	62,000	0.0	0	2,000

Estimated Capital Budget Expenditures

Agency Name	2019-21			2021-23			2023-25		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Department of Commerce	.0	0	0	.0	0	0	.0	0	0
Department of Licensing	.0	0	0	.0	0	0	.0	0	0
Department of Children, Youth, and Families	.0	0	0	.0	0	0	.0	0	0
Superintendent of Public Instruction	.0	0	0	.0	0	0	.0	0	0
Total \$	0.0	0	0	0.0	0	0	0.0	0	0

Estimated Capital Budget Breakout

Prepared by: Veronica Jarvis, OFM	Phone: (360) 902-0649	Date Published: Final 2/19/2020
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Individual State Agency Fiscal Note

Bill Number: 6304 P S SB	Title: Identicards/homelessness	Agency: 103-Department of Commerce
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Part I: Estimates

☒ **No Fiscal Impact**

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360)786-7726	Date: 02/03/2020
Agency Preparation: Kim Justice	Phone: 360-725-5055	Date: 02/07/2020
Agency Approval: Darrell Stoa	Phone: (360) 725-2723	Date: 02/07/2020
OFM Review: Gwen Stamey	Phone: (360) 902-9810	Date: 02/07/2020

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

Section 3 adds a new section to RCW 46.20 requiring the Department of Licensing to consult with the Office of Youth Homelessness on developing an alternative forms of identification that can be used to issue an identicard and a process for entities to submit identicard application materials.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

None

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

There is no fiscal impact to the department. The activities stated in section 3 of PSSB 6304 can be incorporated into the normal operating procedures within the Office of Youth Homelessness.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

None

Part V: New Rule Making Required

Individual State Agency Fiscal Note

Revised

Bill Number: 6304 P S SB	Title: Identcards/homelessness	Agency: 240-Department of Licensing
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

ACCOUNT	FY 2020	FY 2021	2019-21	2021-23	2023-25
Highway Safety Account-State 106-1		31,000	31,000	21,000	2,000
Total \$		31,000	31,000	21,000	2,000

Estimated Operating Expenditures from:

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years	0.0	0.7	0.4	0.2	0.0
Account					
Highway Safety Account-State 106-1	0	114,000	114,000	62,000	2,000
Total \$	0	114,000	114,000	62,000	2,000

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☒ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360)786-7726	Date: 02/03/2020
Agency Preparation: Kim Buechel	Phone: 360-902-3639	Date: 02/07/2020
Agency Approval: Kristin Bettridge	Phone: 360-902-3644	Date: 02/07/2020
OFM Review: Veronica Jarvis	Phone: (360) 902-0649	Date: 02/07/2020

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

This proposed legislation expands assistance to homeless individuals in obtaining Washington State Identicards from eighteen to twenty-five. The legislation also requires DOL to accept identicard application materials from certain individuals or entities serving youth.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

Section 2 - Would amend RCW 46.20.117 to change the age range of individuals eligible for reduced cost identicard (with a fee of \$5.00) from age under 18 to age under 25.

- Based on the Department's internal data, since the homeless youth ID card implementation, about 1% of the reduced cost ID card recipients obtained them via the reduced fee provision rather than DSHS/Welfare process, or about 2 ID cards per month. If the same rate is applied to the 18 to 24 year old population who received DSHS/Welfare reduced cards in the same time, it is expected that on average 7 or 8 more ID cards could be issued a month, or approximately 100 ID cards a year without DCYF's outreaching efforts.
- Department of Children, Youth and Families (DCYF) provided the data for the total number of homeless youth, which are approximately 13,000. Based on the discussions between DOL and DCYF, we adopt the assumption that DCYF's outreach efforts would reach 80% of the existing homeless youth (10,400 adults) who are eligible and willing to participate in obtaining reduced cost Identicards. This backlog is assumed to be completed within the next 3 fiscal years: 60% for FY 2021 (i.e., 6,240 adults), 25% for FY 2022 (i.e., 2,600 adults), and 15% for FY 2023 (i.e., 1,560 adults).
- The overall new workload are as follows.
 - o FY 2021 to FY 2023: 6240, 2600, 1560
 - o FY 2024 and forward: 100

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Section 1 adds a new section to RCW 43.21;

- (1): The Washington State Department of Children, Youth, and Families (DCYF) shall assist individuals under the age of twenty-five who do not have a permanent residence and qualify for an actual cost identicard under RCW 46.20.117(1)(c)(ii) in obtaining Washington state identicard.

Section 2 amends RCW 46.20.117;

- (1)(a)(II): Changes the age from eighteen to twenty-five.

Section 3 adds a new section to chapter to RCW 46.20;

- (1) Department of Licensing (DOL) in consultation with DCYF, Office of the Superintendent of Public Instruction (OSPI) and Office of Homeless Youth Prevention and Protection (OHY) shall develop;
 - o (a) other forms of identification that could be used for individuals qualifying for an identicard under 46.20.117 (1) (c) (ii) that meet the alternative documentation requirements of the department under RCW 43.203.024; and
 - o (b) a process for entities listed under subsection (2) of this section to submit identicard application materials under RCW 46.20.117.

- (2) DOL shall accept application materials from;
 - o (a) individuals or entities licensed by DCYF, OSPI, OHY,
 - o (b) individuals or entities contracted to provide services by DCFY,
 - o (c) individuals schools or school districts; and
 - o (d) individuals and entities contract to provide services by the OHY

Based on the numbers DCYF provided via the Department of Commerce, the total number of homeless reported was 13,000. Commerce uses data from the Homeless Management Information System (HMIS). DCYF estimated 80% of those; 10,400, would apply for the indenticard. Based on past experience, 60% would apply the first year, 25% the second year and 15% the third year. After the catch up period of three years, a steady 100 applicants would apply.

The number of customers at DOL's Licensing Service Offices (LSOs), there is a increase of FTEs needed to take in applications and process the indenticard. The assumption is 5.5 minutes for a Licensing Service Representative 2 to process.

FY 21 – 6,240 applications (6,240 x 5.5 minutes = 34,320 minutes/572 hours) - .40 FTE LSR 2
 FY 22 – 2,600 applications (2,600 x 5.5 minutes = 14,300 minutes/238 hours) - .20 FTE LSR 2
 FY 23 – 1,560 applications (1560 x 5.5 minutes = 8,580 minutes/143 hours) - .10 FTE LSR 2
 FY 24 and beyond – 100 applications workload equates to approximately 9 hours and could be accomplished within existing workload.

The production cost of a Driver's License or ID Card is \$5.00.

FY 21 – 6,240 applications - \$31,200
 FY 22 – 2,600 applications - \$13,000
 FY 23 – 1,560 applications - \$7,800
 FY 24 and beyond – 100 applications - \$500

Information Services will modify logic when the operator chooses youth reduced to validate the customer is under the 25 years of age. This work can be accomplished in one month and will cost approximately \$21,000 (see attached breakdown)

The agency will hire contract programmers or hire agency temporary staff to support permanent staff assigned to this effort.

Any change requires a process to ensure changes are correctly applied to the system. This involves Project Managers that manage the team that completes the update, business analyst that documents and reviews the system changes, architect services that analyzes how the update could have an effect on other systems or DOL processes, developers who create the change and testers and quality assurance teams that ensure the update is working correctly.

Support Services:

Agency Administrative Overhead is included at a rate of 26 percent of the direct program costs. This funding received covers agency-wide functions such as vendor payments, contract administration, financial management, mail processing, equipment management, help desk support, and technical assistance to DOL employees.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
106-1	Highway Safety Account	State	0	114,000	114,000	62,000	2,000
Total \$			0	114,000	114,000	62,000	2,000

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.7	0.4	0.2	
A-Salaries and Wages		36,000	36,000	24,000	
B-Employee Benefits		15,000	15,000	10,000	
C-Professional Service Contracts					
E-Goods and Other Services		63,000	63,000	28,000	2,000
G-Travel					
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	0	114,000	114,000	62,000	2,000

III. C - Operating FTE Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA

Job Classification	Salary	FY 2020	FY 2021	2019-21	2021-23	2023-25
Fiscal Anayst 2	4,509		0.3	0.2	0.1	
Licesing Services Representative 2	4,492		0.4	0.2	0.2	
Total FTEs			0.7	0.4	0.2	0.0

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

Part V: New Rule Making Required

PSSB 6304

Department of Licensing System Update Costs

[illegible]

These figures are calculated and rounded to 100th value

Individual State Agency Fiscal Note

Bill Number: 6304 P S SB	Title: Identicards/homelessness	Agency: 307-Department of Children, Youth, and Families
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

	FY 2020	FY 2021	2019-21	2021-23	2023-25
Account					
General Fund-State 001-1	0	10,000	10,000	0	0
Total \$	0	10,000	10,000	0	0

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
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- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360)786-7726	Date: 02/03/2020
Agency Preparation: Tula Habb	Phone: 3609028004	Date: 02/14/2020
Agency Approval: Jennifer Smith	Phone: 3609028023	Date: 02/14/2020
OFM Review: Rayanna Williams	Phone: (360) 902-0553	Date: 02/18/2020

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

Substitute HB 2607 compared to original HB 2607:

--Removes the DCYF requirement to assist individuals under age 25 to apply for identicards and gather and submit application materials to the DOL.

Section 1 - the Department of Children, Youth and Families (DCYF) shall assist licensed or contracted providers in following the process established under section 3.

Section 3 - the Department of Licensing (DOL) shall consult with the DCYF, Office of the Superintendent of Public Instruction (OSPI), and the Office of Homeless Youth Prevention and Protection Program (OHYPP) to identify forms and documentations that can be used for Washington State identicards develop a process for submitting identicard materials for individuals under age twenty-five who do not have a permanent residence address.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

None.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Substitute HB 2607 compared to original HB 2607:

--Removes the DCYF requirement to assist individuals under age 25 to apply for identicards and gather and submit application materials to the DOL.

The DCYF estimate a one-time cost of \$10,000 GF-State in FY2021. The cost would cover staff travel and provider training, lodging and other logistics in order to inform providers on the new requirement. Staff will hold meetings throughout the state with providers, three west of the Cascades and two east of the Cascades.

The DCYF does not expect they will be required to directly assist individuals to apply for identicards nor required to enforce its providers to carry out this work. If DCYF is expected to go beyond informing providers of this new requirement, it will have costs similar to the original HB 2607. The estimated cost was \$1,972,030 (\$1,22,659 GF-State) in FY2021 to assist 13,000 homeless individuals under age 25 without identicards.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
001-1	General Fund	State	0	10,000	10,000	0	0
Total \$			0	10,000	10,000	0	0

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years					
A-Salaries and Wages					
B-Employee Benefits					
C-Professional Service Contracts					
E-Goods and Other Services		10,000	10,000		
G-Travel					
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	0	10,000	10,000	0	0

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact**IV. A - Capital Budget Expenditures**

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

None.

Part V: New Rule Making Required

Individual State Agency Fiscal Note

Bill Number: 6304 P S SB	Title: Identicards/homelessness	Agency: 350-Superintendent of Public Instruction
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Part I: Estimates

☒ **No Fiscal Impact**

Estimated Cash Receipts to:

NONE

Estimated Operating Expenditures from:

NONE

Estimated Capital Budget Impact:

NONE

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☐ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Bryon Moore	Phone: (360)786-7726	Date: 02/03/2020
Agency Preparation: Troy Klein	Phone: (360) 725-6294	Date: 02/04/2020
Agency Approval: Mike Woods	Phone: 360 725-6283	Date: 02/04/2020
OFM Review: Cynthia Hollimon	Phone: (360) 902-0562	Date: 02/04/2020

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

Section 3 of the bill requires that the Department of Licensing (DOL) develop, in consultation with the Department of Children Youth, and Families (DCYF), the Office of the Superintendent of Public Instruction (OSPI), and the Office of Homeless Youth Prevention and Protection Programs (OHY), other forms of identification that may be common for individuals qualifying for an Identicard under age 25 that meet the alternative documentation requirements of the DOL.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

This bill would have a minimal expenditure impact on OSPI. OSPI's role is to support DOL in a consulting role and any staff time involved is assumed to be minimal.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

NONE

III. B - Expenditures by Object Or Purpose

NONE

III. C - Operating FTE Detail: *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

NONE

III. D - Expenditures By Program (optional)

NONE

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

Part V: New Rule Making Required