

Multiple Agency Fiscal Note Summary

Bill Number: 1783 HB S-6985.1	Title: Office of equity
--------------------------------------	--------------------------------

Estimated Cash Receipts

NONE

Estimated Operating Expenditures

Agency Name	2019-21			2021-23			2023-25		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Office of the Governor	5.0	1,850,998	1,850,998	10.0	3,601,996	3,601,996	10.0	3,601,996	3,601,996
Governor's Office of Indian Affairs	.1	18,800	18,800	.3	23,388	23,388	.3	25,072	25,072
Commission on Asian Pacific American Affairs	.1	15,290	15,290	.3	30,580	30,580	.3	30,580	30,580
Office of State Auditor	Fiscal note not available								
Office of Financial Management	.3	84,433	109,633	.5	163,866	163,866	.5	163,866	163,866
Commission on Hispanic Affairs	.1	15,290	15,290	.3	30,580	30,580	.3	30,580	30,580
Commission on African-American Affairs	.1	15,290	15,290	.3	30,580	30,580	.3	30,580	30,580
Human Rights Commission	.1	35,088	35,088	.2	45,764	45,764	.2	45,764	45,764
Office of Minority and Women's Business Enterprises	.1	0	43,392	.3	0	86,784	.3	0	86,784
Department of Enterprise Services	2.5	0	800,000	5.0	0	1,600,000	5.0	0	1,600,000
Total \$	8.4	2,035,189	2,903,781	17.2	3,926,754	5,613,538	17.2	3,928,438	5,615,222

Estimated Capital Budget Expenditures

Agency Name	2019-21			2021-23			2023-25		
	FTEs	Bonds	Total	FTEs	Bonds	Total	FTEs	Bonds	Total
Office of the Governor	.0	0	0	.0	0	0	.0	0	0
Governor's Office of Indian Affairs	.0	0	0	.0	0	0	.0	0	0
Commission on Asian Pacific American Affairs	.0	0	0	.0	0	0	.0	0	0
Office of State Auditor	Fiscal note not available								
Office of Financial Management	.0	0	0	.0	0	0	.0	0	0
Commission on Hispanic Affairs	.0	0	0	.0	0	0	.0	0	0
Commission on African-American Affairs	.0	0	0	.0	0	0	.0	0	0
Human Rights Commission	.0	0	0	.0	0	0	.0	0	0
Office of Minority and Women's Business Enterprises	.0	0	0	.0	0	0	.0	0	0
Department of Enterprise Services	.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

NONE

Prepared by: Bryan Way, OFM	Phone: (360) 902-0650	Date Published: Preliminary 3/ 3/2020
------------------------------------	---------------------------------	---

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 075-Office of the Governor
---	--------------------------------	--

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
FTE Staff Years	0.0	10.0	5.0	10.0	10.0
Account					
General Fund-State 001-1	0	1,850,998	1,850,998	3,601,996	3,601,996
Total \$	0	1,850,998	1,850,998	3,601,996	3,601,996

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Jim Jenkins	Phone: 360-902-0403	Date: 02/28/2020
Agency Approval: Aaron Butcher	Phone: 360-902-0406	Date: 02/28/2020
OFM Review: Bryan Way	Phone: (360) 902-0650	Date: 02/28/2020

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.

The Office of Equity (Equity Office) is established on July 1, 2020, within the Office of the Governor, and shall be guided by the Washington office of equity governing board for the purpose of promoting access to equitable opportunities and resources that reduce disparities and improve outcomes statewide across state government.

The Washington office of equity governing board (Board) is created within the Equity Office effective 7/1/2020. Each voting member will be compensated in accordance with RCW 43.03.240. Members of the Board shall be reimbursed for travel expenses incurred in the discharge of their official duties as provided in RCW 43.03.050 and 43.03.060.

The Board shall:

- a) Direct the Equity Office on its priorities and timelines;
- b) Review and approve statewide or interagency policies, procedures, or forms developed by the Equity Office;
- c) Provide guidance to the office on development of resources, best practice guidelines, and performance measures;
- d) Review audit findings and recommendations and determine appropriate enforcement action or approve referral to the governor for further review and action;
- e) Review and approve standards for the collection, analysis, and reporting of data, including any external data requests;
- f) Review and approve the annual report of the Equity Office; and
- g) Work with statutory commissions in a complementary manner within their responsible jurisdictions.

The Board may:

- a) Authorize the Equity Office to contract for expertise or capacity needs, as necessary; and
- b) Advise the governor on proposed legislation or other issues concerning diversity, equity, and inclusion.

The director of the Equity Office shall be appointed by the governor based on recommendations provided by the governor based on consent of the senate. The director will administer the Equity Office and provide staff support for the Board.

The director shall:

- a) Employ and supervise employees or enter into contracts as necessary for the duties and performance of the Equity Office; and
- b) Oversee the administration, programs, and policies of the Equity Office.

The Equity Office shall work to facilitate policy and systems change to promote equitable policies, practices, and outcomes through:

- a) Agency decision making;
- b) Community outreach and engagement;
- c) Training on maintaining a diverse, inclusive, and culturally sensitive workforce;

- d) Data maintenance and establishing performance metrics; and
- e) Accountability.

The Equity Office may:

- 1) Provide technical assistance to agencies;
- 2) Conduct research projects as needed;
- 3) Conduct policy analyses and provide a forum where ideas and issues related to diversity, equity, and inclusion plans, policies, and standards can be reviewed;
- 4) Develop policy positions and legislative proposals;
- 5) Consider ways to promote investments in enterprise-level diversity, equity, and inclusion projects that will result in service improvements and cost efficiency;
- 6) Fulfill external data requests, as resources allow; and
- 7) Receive and solicit gifts, grants, and endowments from public or private sources.

Each agency shall:

- Designate diversity, equity, and inclusion liaisons within existing resources, to serve as the liaison between the agency and Equity Office;
- Create diversity impact analyses, as developed by the Equity Office;
- Aggregate its agency diversity impact analyses into an annual report to be submitted to the Equity Office by July 31st each year;
- Develop and submit a diversity, equity, and inclusion plan to the Equity Office;
- Develop and maintain written language access policies and plans;
- Collaborate with the Equity Office to establish performance measures;
- Provide data and information to the Equity Office as requested; and
- Submit a response to the Equity Office's report on agency performance.

By October 31, 2025, the state auditor shall conduct a comprehensive performance audit in accordance with RCW 43.09.470, of the effectiveness of the Equity Office.

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.

Section 1 requires the Equity Office to review of emerging technologies either already in use by agencies or before their launch by agencies, if not already in use, and make recommendations regarding agency use to ensure that the technology is used in a manner that benefits society and does not have disparate negative impacts on historically and currently marginalized communities or violate their civil rights. Costs for this review is assumed to be \$50,000 per year.

The Equity Office is required to facilitate state policy and systems change to promote equitable policies, practices, and outcomes. Staffing needs for the supervision, administration, and operation of the Equity Office are reflected as follows:

- 1.0 FTE Executive Director, with an annual salary of \$127,500 plus benefits, goods and services, and one-time equipment costs.
- 1.0 FTE Executive Assistant, with an annual salary of \$48,000 plus benefits, goods and services, and one-time equipment costs.
- 1.0 FTE Agency Liaison, with an annual salary of \$85,000 plus benefits, goods and services, and one-time equipment costs.
- 1.0 FTE Innovations Manager, with an annual salary of \$105,000 plus benefits, goods and services, and one-time equipment costs.
- 2.0 FTE Innovations Officer, with an annual salary of \$83,500 plus benefits, goods and services, and one-time equipment costs.
- 1.0 FTE Data/Policy Analyst, with an annual salary of \$105,000 plus benefits, goods and services, and one-time equipment costs.
- 1.0 FTE Engagement Lead, with an annual salary of \$105,000 plus benefits, goods and services, and one-time equipment costs.

Section 7(1)(b) costs associated with conducting community outreach and engagement by the six statutory commissions is \$150,000 (\$25,000 for each commission).

- 1.0 FTE Performance Policy Advisor with an annual salary of \$105,000 plus benefits, goods and services, and one-time equipment costs would be required for section 7(1)(e) costs associated with accountability requirements of the Equity Office to:

- a) Publish a report for each agency detailing the agency has met required performance measurements;
- b) Establish a process for the Equity Office to report on agency performance;
- c) Establish procedures to hold agencies accountable; and
- d) Report to the governor and legislature by October 31, 2022, and every year thereafter.

Total estimated costs for the staffing of the Equity Office are estimated to be \$1,620,586 in FY 2021 and \$1,575,586 in FY 2022 and ongoing.

Assumptions for costs associated with the creation and staffing of the Washington office of equity governing board (Board) are as follows:

- 1.0 FTE Administrative Assistant with an annual salary of \$61,800 plus benefits, goods and services, and one-time equipment cost for support of the Board provided by the Equity Office.
- Twelve monthly meetings with at least four meetings in Eastern Washington at a cost of \$2,500 per meeting for meeting location costs, light refreshments, and equipment ($\$2,500 \times 12 = \$30,000$).
- Five appointed voting members of the Board will be compensated in accordance with RCW 43.03.240 at \$50 per meeting ($5 \text{ members} \times \$50 \times 12 \text{ meetings} = \$3,000$).
- Lodging, airfare, meals, mileage, car rental and other misc. expenses are estimated at \$500 per voting member per meeting ($14 \text{ voting members} \times \$500 \times 12 \text{ meetings} = \$84,000$).

Total estimated costs for the Board is estimated to be \$230,412 in FY 2021 and \$225,412 in FY 2022 ongoing.

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	1,850,998	1,850,998	3,601,996	3,601,996
Total \$			0	1,850,998	1,850,998	3,601,996	3,601,996

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		10.0	5.0	10.0	10.0
A-Salaries and Wages		915,438	915,438	1,830,876	1,830,876
B-Employee Benefits		307,560	307,560	615,120	615,120
C-Professional Service Contracts		200,000	200,000	400,000	400,000
E-Goods and Other Services		270,000	270,000	540,000	540,000
G-Travel		108,000	108,000	216,000	216,000
J-Capital Outlays		50,000	50,000		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	0	1,850,998	1,850,998	3,601,996	3,601,996

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
Administrative Assistant	48,000		1.0	0.5	1.0	1.0
Administrative Assistant (Board)	61,800		1.0	0.5	1.0	1.0
Agency Liaison	85,000		1.0	0.5	1.0	1.0
Data/Policy Analyst	105,000		1.0	0.5	1.0	1.0
Engagement Lead	105,000		1.0	0.5	1.0	1.0
Executive Director	127,500		1.0	0.5	1.0	1.0
Innovations Manager	105,000		1.0	0.5	1.0	1.0
Innovations Officer	83,500		2.0	1.0	2.0	2.0
Performance Policy Analyst	105,000		1.0	0.5	1.0	1.0
Total FTEs			10.0	5.0	10.0	10.0

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 086-Governor's Office of Indian Affairs
---	--------------------------------	---

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
FTE Staff Years	0.0	0.3	0.1	0.3	0.3
Account					
General Fund-State 001-1	0	18,800	18,800	23,388	25,072
Total \$	0	18,800	18,800	23,388	25,072

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Seth Flory	Phone: 360-407-8165	Date: 02/27/2020
Agency Approval: Seth Flory	Phone: 360-407-8165	Date: 02/27/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 02/27/2020

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 Establishes the Washington Office of Equity (WOE?) within the Governor's office.

Section 4 gives the Governor's Office of Indian Affairs (GOIA) a seat on the governing board of the Washington Office of Equity.

Section 5 sub-section 3 makes WOE responsible for board member travel expenses.

Section 6 outlines the responsibilities of the governing board. Commitments to the WOE governing board are expected to exceed the capacity of GOIA's current staff (only 2 FTEs). Therefore, GOIA will need to increase capacity with additional staffing.

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.

To create capacity, the agency will seek to hire a Program Coordinator who can handle lower order tasks while an executive staffer takes up the responsibilities of the governing board. In the first year, when the workload for the governing board is going to be heaviest, the agency will need .25 FTE. In subsequent years the need will fall to .15 FTE.

In FY21, the agency will need to purchase furniture and IT equipment for the new employee. Starting in FY22 the agency will see a rise in costs for WaTech IT and DES/OFM Personnel (HR) Services.

In the first year (FY21), the agency will have the following costs:

Salary (A): \$9431
Benefits (B): \$3773
Office Supplies (E): \$200
WaTech IT Services (E): \$900
Furniture & Equipment (J): \$4500

In FY22 and beyond, costs will be impacted as follows:

Salary (A): \$5930+
Benefits (B): \$2482+
Office Supplies (E): \$200
WaTech IT Services (E): \$2450
DES/OFM Personnel Services (E): \$4500

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	18,800	18,800	23,388	25,072
Total \$			0	18,800	18,800	23,388	25,072

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.3	0.3
A-Salaries and Wages		9,430	9,430	12,134	13,337
B-Employee Benefits		3,770	3,770	4,854	5,335
C-Professional Service Contracts					
E-Goods and Other Services		1,100	1,100	6,400	6,400
G-Travel					
J-Capital Outlays		4,500	4,500		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	0	18,800	18,800	23,388	25,072

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
Program Coordinator			0.3	0.1	0.3	0.3
Total FTEs			0.3	0.1	0.3	0.3

III. D - Expenditures By Program (optional)

Program	FY 2020	FY 2021	2019-21	2021-23	2023-25
Salaries and Expenses (010)		18,800	18,800	23,388	25,072
Total \$		18,800	18,800	23,388	25,072

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 087-Commission on Asian Pacific American Affairs
---	--------------------------------	--

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
FTE Staff Years	0.0	0.3	0.1	0.3	0.3
Account					
General Fund-State 001-1	0	15,290	15,290	30,580	30,580
Total \$	0	15,290	15,290	30,580	30,580

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Paul Bitar	Phone: 360-407-8129	Date: 03/02/2020
Agency Approval: Paul Bitar	Phone: 360-407-8129	Date: 03/02/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 03/02/2020

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 4 of this bill would create a governing board for a new office named the Office of Equity. A representative of CAPAA would be required to serve on the governing board.

Section 6 establishes the duties of the board, which include:

- directing the Office of Equity on priorities and timelines
- reviewing/approving policies, procedures, and forms developed by the office
- providing guidance to the Office of Equity on the development of resources, best practice guidelines, and performance measures
- reviewing audit findings and recommendations
- reviewing standards for the collection, analysis, and reporting of data
- reviewing and approving the Office of Equity annual report
- working with the statutory commissions in a complementary manner

Section 7 would require the Office of Equity to:

- assist agencies in promoting diversity, equity, and inclusion
- direct the statutory commissions to conduct community outreach and engagement
 - * as one of the statutory commissions, the CAPAA representative would spend time conducting outreach activities
- collaborate with OFM and DES to develop policies and provide training on maintaining a diverse, inclusive, and culturally sensitive workforce
- establish performance metrics and track outcomes
- publish a report for each agency detailing whether each agency has met established performance measures, and establish a process to hold agencies accountable

Section 8 would allow the Office of Equity to:

- provide technical assistance to agencies
- conduct research projects
- conduct policy analyses
- develop policy positions/legislative proposals
- consider ways to promote investments in enterprise-level diversity, equity, and inclusion projects
- fulfill external data requests
- receive and solicit gifts, grants, and endowments

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.

SALARIES/BENEFITS

CAPAA assumes that it would hire a Program Coordinator, at 0.25 FTE, to carry out the governing board duties

described in Section 6, and oversee the work described in Sections 7 and 8. Additionally, the Program Coordinator would be responsible for conducting the community outreach and engagement described in Section 7(1)(b).

GOODS AND SERVICES

CAPAA would incur some goods and services costs for phones, email/internet/software, training, HR, and financial services.

TRAVEL

Travel costs are reflected under the fiscal note submitted by the Governor's Office. CAPAA assumes the Governor's Office will reimburse it for all travel costs incurred as a result of this bill.

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	15,290	15,290	30,580	30,580
Total \$			0	15,290	15,290	30,580	30,580

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.3	0.3
A-Salaries and Wages		11,322	11,322	22,644	22,644
B-Employee Benefits		971	971	1,942	1,942
C-Professional Service Contracts					
E-Goods and Other Services		2,997	2,997	5,994	5,994
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	15,290	15,290	30,580	30,580

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
Program Coordinator	11,322		0.3	0.1	0.3	0.3
Total FTEs			0.3	0.1	0.3	0.3

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 105-Office of Financial Management
---	--------------------------------	--

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
FTE Staff Years	0.0	0.5	0.3	0.5	0.5
Account					
General Fund-State 001-1	0	84,433	84,433	163,866	163,866
Statewide Information Tech System Maintenance & Operations Revolving Account-State 472-1	0	25,200	25,200	0	0
Total \$	0	109,633	109,633	163,866	163,866

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Jim Jenkins	Phone: 360-902-0403	Date: 02/28/2020
Agency Approval: Aaron Butcher	Phone: 360-902-0406	Date: 02/28/2020
OFM Review: Bryan Way	Phone: (360) 902-0650	Date: 02/28/2020

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 creates the Washington office of equity (Equity Office) within the Office of the Governor,

Section 4 creates the Washington office of equity governing board (Board) within the office of equity. A representative, appointed by the governor from the Office of Financial Management's diversity, equity, and inclusion council shall serve on the board.

Section 7(1)(c) requires the Equity Office to collaborate with OFM and DES to develop policies and provide technical assistance and training to agencies on maintaining a diverse, inclusive, and culturally sensitive workforce that delivers culturally sensitive services.

Section 7(1)(d) requires the Equity Office to collaborate with the OFM and agencies to:

- 1) Establish standards for the collection, analysis, and reporting of disaggregated data as it pertains to tracking population level outcomes of communities;
- 2) Create statewide and agency-specific process and outcome measures to show performance using outcome-based methodology and community feedback from the Board.
- 3) Create an online performance dashboard to publish state and agency performance measures and outcomes; and
- 4) Identify additional subcategories in workforce data for disaggregation in order to track disparities in public employment and coordinate with the office of privacy and data protection to address cybersecurity and data protection for all data collected by the Equity Office.

Each agency shall:

- Designate diversity, equity, and inclusion liaisons within existing resources, to serve as the liaison between the agency and Equity Office;
- Create diversity impact analyses, as developed by the Equity Office;
- Aggregate its agency diversity impact analyses into an annual report to be submitted to the Equity Office by July 31st each year;
- Develop and submit a diversity, equity, and inclusion plan to the Equity Office;
- Develop and maintain written language access policies and plans;
- Collaborate with the Equity Office to establish performance measures;
- Provide data and information to the Equity Office as requested; and
- Submit a response to the Equity Office's report on agency performance.

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.

Director's Office Impact:

The Legislative and Legal Affairs unit of OFM would require a 0.5 FTE Contracts Administrator with an annual salary of \$100,608 plus benefits, goods and services, and one-time equipment costs. This position would provide contract and legal services to the Washington State Office of Equity(Equity Office).

State Human Resource Division Impact:

OFM Workforce Strategies staff would be pulled off of current prioritized work in order to support and engage with the newly formed Equity Office. Work supporting the statewide business resource groups, supporting the DEI Council, and offering strategic and policy analysis and support to our customer agencies in the area of DEI would have to be suspended or postponed in order to accomplish this new work.

Section 7(1) requires the Equity Office to collaborate with OFM and DES to develop standards for data, create performance measures, training to agencies, and develop an online performance dashboard. This can be done within existing resources.

Information Technology Services Impact:

Section 7(1)(d)(A) requires the collection, analysis, and reporting of disaggregated data as it pertains to tracking population level outcomes. Assuming this data would be needed within the Human Resource Management System (HRMS), current configuration does not have the ability to collect, store, or report on this data. The Human Resource Management System (HRMS) and the Washington Workforce Analytics data reporting system will need to be modified to add the capability to capture the needed data of state employees.

The development, testing, and documentation work to add these two new data sub categories will require contracted resources to perform the work or backfill existing staff. This work is estimated at a onetime cost of \$25,200.

- 100 hours for backfill of a ABAP developer for HRMS at a contract rate of \$160.00 per hour (100 x \$160=\$16,000)
- 40 hours for backfill of a Data Architect / Developer at a contract rate of \$140.00 per hour (40 x \$140=\$5,600)
- 30 hours for backfill of a Senior Business Analyst at a contract rate of \$120.00 per hour (30 x \$120=\$3,600)

Applications downstream from HRMS will not be modified to accept or use the new data elements required in Section 7(1)(d) (A) of the bill.

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	84,433	84,433	163,866	163,866
472-1	Statewide Information Tech System Maintenance & Operations Revolving Account	State	0	25,200	25,200	0	0
Total \$			0	109,633	109,633	163,866	163,866

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.5	0.3	0.5	0.5
A-Salaries and Wages		51,813	51,813	103,626	103,626
B-Employee Benefits		16,920	16,920	33,840	33,840
C-Professional Service Contracts		25,200	25,200		
E-Goods and Other Services		12,000	12,000	24,000	24,000
G-Travel		1,200	1,200	2,400	2,400
J-Capital Outlays		2,500	2,500		
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
9-					
Total \$	0	109,633	109,633	163,866	163,866

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
Contracts Administrator	100,608		0.5	0.3	0.5	0.5
Total FTEs			0.5	0.3	0.5	0.5

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 118-Commission on Hispanic Affairs
---	--------------------------------	--

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
FTE Staff Years	0.0	0.3	0.1	0.3	0.3
Account					
General Fund-State 001-1	0	15,290	15,290	30,580	30,580
Total \$	0	15,290	15,290	30,580	30,580

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Paul Bitar	Phone: 360-407-8129	Date: 03/02/2020
Agency Approval: Paul Bitar	Phone: 360-407-8129	Date: 03/02/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 03/02/2020

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 4 of this bill would create a governing board for a new office named the Office of Equity. A representative of CHA would be required to serve on the governing board.

Section 6 establishes the duties of the board, which include:

- directing the Office of Equity on priorities and timelines
- reviewing/approving policies, procedures, and forms developed by the office
- providing guidance to the Office of Equity on the development of resources, best practice guidelines, and performance measures
- reviewing audit findings and recommendations
- reviewing standards for the collection, analysis, and reporting of data
- reviewing and approving the Office of Equity annual report
- working with the statutory commissions in a complementary manner

Section 7 would require the Office of Equity to:

- assist agencies in promoting diversity, equity, and inclusion
- direct the statutory commissions to conduct community outreach and engagement
 - * as one of the statutory commissions, the CHA representative would spend time conducting outreach activities
- collaborate with OFM and DES to develop policies and provide training on maintaining a diverse, inclusive, and culturally sensitive workforce
- establish performance metrics and track outcomes
- publish a report for each agency detailing whether each agency has met established performance measures, and establish a process to hold agencies accountable

Section 8 would allow the Office of Equity to:

- provide technical assistance to agencies
- conduct research projects
- conduct policy analyses
- develop policy positions/legislative proposals
- consider ways to promote investments in enterprise-level diversity, equity, and inclusion projects
- fulfill external data requests
- receive and solicit gifts, grants, and endowments

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.

SALARIES/BENEFITS

CHA assumes that it would hire a Program Coordinator, at 0.25 FTE, to carry out the governing board duties

described in Section 6, and oversee the work described in Sections 7 and 8. Additionally, the Program Coordinator would be responsible for conducting the community outreach and engagement described in Section 7(1)(b).

GOODS AND SERVICES

CHA would incur some goods and services costs for phones, email/internet/software, training, HR, and financial services.

TRAVEL

Travel costs are reflected under the fiscal note submitted by the Governor's Office. CHA assumes the Governor's Office will reimburse it for all travel costs incurred as a result of this bill.

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	15,290	15,290	30,580	30,580
Total \$			0	15,290	15,290	30,580	30,580

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.3	0.3
A-Salaries and Wages		11,322	11,322	22,644	22,644
B-Employee Benefits		971	971	1,942	1,942
C-Professional Service Contracts					
E-Goods and Other Services		2,997	2,997	5,994	5,994
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	15,290	15,290	30,580	30,580

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
Program Coordinator	45,288		0.3	0.1	0.3	0.3
Total FTEs			0.3	0.1	0.3	0.3

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

1783 HB Cost Estimate

Salaries: (A)	Range/ Step	Salary Per Month	Number Needed	FY 2020	Number Needed	FY 2021
Program Coordinator	38L	\$3,774	0.25		0.25	\$11,322
Total Salary			0.25	\$0	0.25	\$11,322

Benefits: (B)	Percentage of salary	Number Needed	FY 2020	Number Needed	FY 2021
OASI	0.062				702
Retirement (PERS employer rate)	0.1286				0
Industrial Insurance					
Class 4902 - Office Workers	420	0		0.25	105
Health Insurance (FY20 \$939/mo, FY21 \$976/mo)	939	0			0
Medicare	0.0145				164
Total Benefits			\$0		\$971

Goods & Services:	Amount per Employee	Number Needed	FY 2020	Number Needed	FY 2021
Supplies (EA)	\$400	0		0.25	\$100
Communications					
Phone Line (Olympia area) (EB)	540	0		0.25	135
Switched Long Distance Service (EB)	125	0		0.25	31
Voice Mail (EB)	42	0		0.25	11
Other (cell phone, pager, etc.) (EB)	1,080	0		0.25	270
Data Processing					
Internet - VPN Soft/Cert (EL)	108	0		0.25	27
Network/Desktop/Phone Support (EL)	0	0		0.25	0
Email, Vault license & Filtering (EL)	59	0		0.25	15
Vault Storage - 2GB per person (EL)	30	0		0.25	8
Payroll Processing (EL)	240	0		0.25	60
Printing (Business Cards) (EF)	25	0		0.25	6
Training (EG)	1,000	0		0.25	250
Personnel Service Fee (EN-0001)	0.008				0
(% of classified salaries)					
Personnel Labor Relations Fee (EN-0003)					0
(if a new Represented FTE)					
Software Licenses (EY)	500	0		0.25	125
One-time Costs:					
Internet - VPN - One time set up fee (EL)	180	0			0
Phone Line/Data Cable Installation (ER)	300	0			0

	Approx Annual Cost Per Employee	Number Needed	FY 2020	Number Needed	FY 2021
Space Rent (ED)	0	0	0		0
Parking (ED) (Avg. Campus rate)	0	0			0
Small Agency Human Resources (EN)	1,600	0		0.25	400
Small Agency Financial Services (EK)	5,900	0		0.25	1,475
Public & Historic Facilities (EK) (if new FTE)	337	0		0.25	84
State Data Network (EL)	0	0			0
Enterprise Systems Rates (EL)	0	0			0
Security Gateway (EL)	0	0			0

Real Estate Services (EK)	0	0	0		0
DES Risk Management Fee (EP)	0	0	0		0
OFM Central Services (ER)	0	0	0		0
Total Goods & Services			\$0		\$2,997

Travel: (G)	Amount per Employee	Number Needed	FY 2020	Number Needed	FY 2021
5 days per year, \$151 per day (low cost area rate)	0	0	0		0
Private Car Mileage					
500 miles @ \$.58 per mile	0	0	0		0
Misc travel (parking)	0	0	0		0
Airfare or Out-of-state costs	0		0		0
Total Travel			\$0		\$0

Equipment: (J)	Amount per Item	Number Needed	FY 2020	Number Needed	FY 2021
Desk System	1,887	0	0	0.00	0
Desk Chair	500	0	0	0.00	0
Side Chair	235	0	0	0.00	0
File Cabinet	360	0	0	0.00	0
Bookcase	300	0	0	0.00	0
Laptop w/ LCD, Dock, Cable, Mouse, Keyboard	2,000	0	0	0.00	0
Ergonomic Keyboard	50	0	0	0.00	0
Security Lock	30	0	0	0.00	0
Phone	195	0	0	0.00	0
Total Equipment			\$0		\$0

Total Request	-	15,290
----------------------	----------	---------------

Other possible costs:

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 119-Commission on African-American Affairs
---	--------------------------------	--

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
FTE Staff Years	0.0	0.3	0.1	0.3	0.3
Account					
General Fund-State 001-1	0	15,290	15,290	30,580	30,580
Total \$	0	15,290	15,290	30,580	30,580

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Chad Johnson	Phone: (360) 407-8130	Date: 03/02/2020
Agency Approval: Chad Johnson	Phone: (360) 407-8130	Date: 03/02/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 03/02/2020

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 4 of this bill would create a governing board for a new office named the Office of Equity. A representative of CAAA would be required to serve on the governing board.

Section 6 establishes the duties of the board, which include:

- directing the Office of Equity on priorities and timelines
- reviewing/approving policies, procedures, and forms developed by the office
- providing guidance to the Office of Equity on the development of resources, best practice guidelines, and performance measures
- reviewing audit findings and recommendations
- reviewing standards for the collection, analysis, and reporting of data
- reviewing and approving the Office of Equity annual report
- working with the statutory commissions in a complementary manner

Section 7 would require the Office of Equity to:

- assist agencies in promoting diversity, equity, and inclusion
- direct the statutory commissions to conduct community outreach and engagement
 - * as one of the statutory commissions, the CAAA representative would spend time conducting outreach activities
- collaborate with OFM and DES to develop policies and provide training on maintaining a diverse, inclusive, and culturally sensitive workforce
- establish performance metrics and track outcomes
- publish a report for each agency detailing whether each agency has met established performance measures, and establish a process to hold agencies accountable

Section 8 would allow the Office of Equity to:

- provide technical assistance to agencies
- conduct research projects
- conduct policy analyses
- develop policy positions/legislative proposals
- consider ways to promote investments in enterprise-level diversity, equity, and inclusion projects
- fulfill external data requests
- receive and solicit gifts, grants, and endowments

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.

SALARIES/BENEFITS

CAAA assumes that it would hire a Program Coordinator, at 0.25 FTE, to carry out the governing board duties

described in Section 6, and oversee the work described in Sections 7 and 8. Additionally, the Program Coordinator would be responsible for conducting the community outreach and engagement described in Section 7(1)(b).

GOODS AND SERVICES

CAAA would incur some goods and services costs for phones, email/internet/software, training, HR, and financial services.

TRAVEL

Travel costs are reflected under the fiscal note submitted by the Governor's Office. CAAA assumes the Governor's Office will reimburse it for all travel costs incurred as a result of this bill.

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	15,290	15,290	30,580	30,580
Total \$			0	15,290	15,290	30,580	30,580

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.3	0.3
A-Salaries and Wages		11,322	11,322	22,644	22,644
B-Employee Benefits		971	971	1,942	1,942
C-Professional Service Contracts					
E-Goods and Other Services		2,997	2,997	5,994	5,994
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	15,290	15,290	30,580	30,580

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
Program Coordinator	45,288		0.3	0.1	0.3	0.3
Total FTEs			0.3	0.1	0.3	0.3

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 120-Human Rights Commission
---	--------------------------------	---

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
FTE Staff Years	0.0	0.3	0.1	0.2	0.2
Account					
General Fund-State 001-1	0	35,088	35,088	45,764	45,764
Total \$	0	35,088	35,088	45,764	45,764

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Diann Lewallen	Phone: 360-407-8121	Date: 02/27/2020
Agency Approval: Laura Lindstrand	Phone: 360-753-6770	Date: 02/27/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 02/27/2020

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.

A representative from the Human Rights Commission would be on the Equity Office Governing Board and would need to regularly attend meetings and invest time and resources into helping this new Office get started. Time invested in the first year would be significant, and then would be reduced the second year.

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.

The Commission will have one representative on the governing board per Section 4 of the bill. It is assumed that the time commitment during the first year will be higher than the on-going commitment. The Commission expects to need to backfill the position that will represent the Commission on the governing board. In fiscal year 2021 the amount estimated is .25 FTE. The amount of time is expected to decline to .15 FTE in fiscal year 2022 which is assumed to be the ongoing level of effort. Expenditures assume the backfill will be paid a salary rate equal to the current policy analyst participating in the Equity Task Force which is \$100,692 per year plus benefits. Benefits for this part-time position are assumed to include only taxes and industrial insurance because of the minimal hours. Goods and services are estimated at \$7,021 per year in fiscal year 2021 and include costs such and supplies, telephone, training, payroll processing, and software. Travel costs are estimated at \$848 in fiscal year 2021 and reducing to \$509 per year in fiscal year 2022 and thereafter.

The governor's cost estimate includes travel for the Commission representatives to attend governing board meetings.

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	35,088	35,088	45,764	45,764
Total \$			0	35,088	35,088	45,764	45,764

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.2	0.2
A-Salaries and Wages		25,173	25,173	30,208	30,208
B-Employee Benefits		2,046	2,046	2,454	2,454
C-Professional Service Contracts					
E-Goods and Other Services		7,021	7,021	12,084	12,084
G-Travel		848	848	1,018	1,018
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	35,088	35,088	45,764	45,764

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
Policy Analyst	100,692		0.3	0.1	0.2	0.2
Total FTEs			0.3	0.1	0.2	0.2

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 147-Office of Minority and Women's Business Enterprises
---	--------------------------------	--

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
FTE Staff Years	0.0	0.3	0.1	0.3	0.3
Account					
OMWBE Enterprises Account-State 453-1	0	43,392	43,392	86,784	86,784
Total \$	0	43,392	43,392	86,784	86,784

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Paul Bitar	Phone: 360-407-8129	Date: 02/28/2020
Agency Approval: Paul Bitar	Phone: 360-407-8129	Date: 02/28/2020
OFM Review: Ramona Nabors	Phone: (360) 902-0547	Date: 03/02/2020

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 4 of this bill would create a governing board for a new office named the Office of Equity. The director of OMWBE, or the director's designee, would be required to serve on the governing board.

Section 6 establishes the duties of the board, which include:

- directing the Office of Equity on priorities and timelines
- reviewing/approving policies, procedures, and forms developed by the office
- providing guidance to the Office of Equity on the development of resources, best practice guidelines, and performance measures
- reviewing audit findings and recommendations
- reviewing standards for the collection, analysis, and reporting of data
- reviewing and approving the Office of Equity annual report
- working with the statutory commissions in a complementary manner

Section 7 would require the Office of Equity to:

- assist agencies in promoting diversity, equity, and inclusion
- direct the statutory commissions to conduct community outreach and engagement
- collaborate with OFM and DES to develop policies and provide training on maintaining a diverse, inclusive, and culturally sensitive workforce
- establish performance metrics and track outcomes
- publish a report for each agency detailing whether each agency has met established performance measures, and establish a process to hold agencies accountable

Section 8 would allow the Office of Equity to:

- provide technical assistance to agencies
- conduct research projects
- conduct policy analyses
- develop policy positions/legislative proposals
- consider ways to promote investments in enterprise-level diversity, equity, and inclusion projects
- fulfill external data requests
- receive and solicit gifts, grants, and endowments

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.

SALARIES/BENEFITS

OMWBE assumes that its Executive Director will serve on the governing board, instead of a designee. OMWBE estimates that its director will spent 25% of their time carrying out board duties described in Section 6, and overseeing the work described in Sections 7 and 8. Accordingly, OMWBE has included 0.25 FTE for its

Executive Director in this fiscal note, to reflect the value of the Executive Director's time.

TRAVEL

Travel costs are reflected under the fiscal note submitted by the Governor's Office. OMWBE assumes the Governor's Office will reimburse it for all travel costs incurred as a result of this bill.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
453-1	OMWBE Enterprises Account	State	0	43,392	43,392	86,784	86,784
Total \$			0	43,392	43,392	86,784	86,784

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		0.3	0.1	0.3	0.3
A-Salaries and Wages		33,499	33,499	66,998	66,998
B-Employee Benefits		9,893	9,893	19,786	19,786
C-Professional Service Contracts					
E-Goods and Other Services					
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	43,392	43,392	86,784	86,784

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
Executive Director	133,995		0.3	0.1	0.3	0.3
Total FTEs			0.3	0.1	0.3	0.3

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

Individual State Agency Fiscal Note

Bill Number: 1783 HB S-6985.1	Title: Office of equity	Agency: 179-Department of Enterprise Services
---	--------------------------------	---

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
FTE Staff Years	0.0	5.0	2.5	5.0	5.0
Account					
Enterprise Services Account-State 422-1	0	800,000	800,000	1,600,000	1,600,000
Total \$	0	800,000	800,000	1,600,000	1,600,000

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: Melissa Van Gorkom	Phone: 360-786-7491	Date: 02/26/2020
Agency Preparation: Michael Diaz	Phone: (360) 407-8131	Date: 02/27/2020
Agency Approval: Ashley Howard	Phone: (360) 407-8159	Date: 02/27/2020
OFM Review: Bryan Way	Phone: (360) 902-0650	Date: 02/28/2020

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.

The proposed amendment changes Section 5 to Section 7, Section 7 to Section 9 and Section 11 to 13. The changes to reporting in Section 9 will still be done within existing resources. This amendment has no additional fiscal impact to the Department of Enterprise Services.

Section 3 creates the Washington state Office of Equity within the Office of the Governor. This has no fiscal impact to the Department of Enterprise Services (DES).

Section 5(1) identifies the function of the Office of Equity and directs the Office of Financial Management and DES to develop policies to support a diverse, inclusive, and culturally sensitive workforce. DES will work with the Office of Equity to implement the requirements of this section. This work can be done within routine business processes and therefore has no fiscal impact to DES.

Section 5(1) also requires OFM and DES to develop training to support a diverse, inclusive, and culturally sensitive workforce. DES assumes it would need five (5) additional FTE's to complete this work. This would have fiscal impact to DES.

Section 7 requires each agency to designate an agency diversity, equity, and inclusion liaison within existing resources to work with the office of equity. Each agency shall apply an equity lens as described in section 5, develop and submit a diversity, equity, and inclusion plan, develop and maintain written language access policies and plans, collaborate with the office to establish performance measures, provide data requested by the office, and submit a response to the office's report on agency performance. DES will perform as part of our routine business processes, therefore this has no fiscal impact.

Section 11 states section 3 of this acts takes effect July 1, 2020. This has no fiscal impact to DES.

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.

The proposed amendment changes Section 5 to Section 7, Section 7 to Section 9 and Section 11 to 13. The changes to reporting in Section 9 will still be done within existing resources. This amendment has no additional fiscal impact to the Department of Enterprise Services.

Section 5(1) requires OFM and DES to develop training to support a diverse, inclusive, and culturally sensitive workforce. DES assumes it would need five (5) additional FTE's to complete this work.

DEI Training Manager (WMS 1) will lead the ongoing development and implementation of an enterprise DEI

talent acquisition and training portfolio.

Facilitator and Quality Assurance (2 HRC 4's) will facilitate DEI related training.

Talent Diversity Talent Acquisition Specialist (HRC 4) will help agencies build their own brand/marketing strategy for state government so they can attract and hire diverse talent within the current rules and laws

Management Analyst (MA 5) will help agencies create meaningful measurements and provide accountability and support for meeting those measurements.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2020	FY 2021	2019-21	2021-23	2023-25
422-1	Enterprise Services Account	State	0	800,000	800,000	1,600,000	1,600,000
Total \$			0	800,000	800,000	1,600,000	1,600,000

III. B - Expenditures by Object Or Purpose

	FY 2020	FY 2021	2019-21	2021-23	2023-25
FTE Staff Years		5.0	2.5	5.0	5.0
A-Salaries and Wages		420,000	420,000	840,000	840,000
B-Employee Benefits		143,000	143,000	286,000	286,000
C-Professional Service Contracts					
E-Goods and Other Services		84,000	84,000	168,000	168,000
G-Travel		16,000	16,000	32,000	32,000
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		137,000	137,000	274,000	274,000
9-					
Total \$	0	800,000	800,000	1,600,000	1,600,000

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
Human Resource Consultant 4	76,128		3.0	1.5	3.0	3.0
Management Analyst 5	86,064		1.0	0.5	1.0	1.0
WMS 1	93,516		1.0	0.5	1.0	1.0
Total FTEs			5.0	2.5	5.0	5.0

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