

# Multiple Agency Fiscal Note Summary

|                                 |                           |
|---------------------------------|---------------------------|
| <b>Bill Number:</b> 5815 E S SB | <b>Title:</b> Identicards |
|---------------------------------|---------------------------|

## Estimated Cash Receipts

NONE

## Estimated Operating Expenditures

| Agency Name             | 2021-23    |          |             |                | 2023-25    |          |             |                | 2025-27    |          |             |                |
|-------------------------|------------|----------|-------------|----------------|------------|----------|-------------|----------------|------------|----------|-------------|----------------|
|                         | FTEs       | GF-State | NGF-Outlook | Total          | FTEs       | GF-State | NGF-Outlook | Total          | FTEs       | GF-State | NGF-Outlook | Total          |
| Department of Commerce  | .0         | 0        | 0           | 0              | .0         | 0        | 0           | 0              | .0         | 0        | 0           | 0              |
| Department of Licensing | .3         | 0        | 0           | 141,000        | .9         | 0        | 0           | 398,000        | .9         | 0        | 0           | 398,000        |
| <b>Total \$</b>         | <b>0.3</b> | <b>0</b> | <b>0</b>    | <b>141,000</b> | <b>0.9</b> | <b>0</b> | <b>0</b>    | <b>398,000</b> | <b>0.9</b> | <b>0</b> | <b>0</b>    | <b>398,000</b> |

## Estimated Capital Budget Expenditures

| Agency Name             | 2021-23    |          |          | 2023-25    |          |          | 2025-27    |          |          |
|-------------------------|------------|----------|----------|------------|----------|----------|------------|----------|----------|
|                         | 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        |
| <b>Total \$</b>         | <b>0.0</b> | <b>0</b> | <b>0</b> | <b>0.0</b> | <b>0</b> | <b>0</b> | <b>0.0</b> | <b>0</b> | <b>0</b> |

## Estimated Capital Budget Breakout

|                                         |                                 |                                           |
|-----------------------------------------|---------------------------------|-------------------------------------------|
| <b>Prepared by:</b> Kyle Siefering, OFM | <b>Phone:</b><br>(360) 995-3825 | <b>Date Published:</b><br>Final 3/ 2/2022 |
|-----------------------------------------|---------------------------------|-------------------------------------------|

# Individual State Agency Fiscal Note

Revised

|                                 |                           |                                           |
|---------------------------------|---------------------------|-------------------------------------------|
| <b>Bill Number:</b> 5815 E S SB | <b>Title:</b> Identicards | <b>Agency:</b> 103-Department of Commerce |
|---------------------------------|---------------------------|-------------------------------------------|

## 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.

|                                            |                              |                         |
|--------------------------------------------|------------------------------|-------------------------|
| <b>Legislative Contact:</b> Michael Hirsch | <b>Phone:</b> 360-786-7157   | <b>Date:</b> 02/15/2022 |
| <b>Agency Preparation:</b> Tedd Kelleher   | <b>Phone:</b> 360-725-2930   | <b>Date:</b> 03/01/2022 |
| <b>Agency Approval:</b> Joyce Miller       | <b>Phone:</b> 360-725-2710   | <b>Date:</b> 03/01/2022 |
| <b>OFM Review:</b> Gwen Stamey             | <b>Phone:</b> (360) 790-1166 | <b>Date:</b> 03/02/2022 |

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 .

Difference between SB 5815 and ESSB 5815 :

Section 1 (2) changes wording from “eligible for a no cost original or renewal” to “eligible for a taxpayer-funded original or renewal”.

Summary of ESSB 5815:

Section 1 adds a new section to RCW 46.20 and 43.185C stating subject to the availability of amounts appropriated for this specific purpose, the Department of Commerce (department), in conjunction with the Department of Licensing (DOL), will create and implement an identicard program to provide homeless individuals within Washington State a state-issued identicard.

Section 2 adds a new section establishing January 1, 2023 as the effective date of this act.

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 states the Department of Commerce (department), in conjunction with the Department of Licensing (DOL), will create and implement an identicard program and it is unclear which agency is responsible for issuing identifications. Assuming the intent of this proposal is for DOL to issue no-cost identifications to people experiencing homelessness, with the department providing advice to DOL regarding the specifics of implementation, this proposal would have no fiscal impact on department. The cost of this staff time would be incorporated as part of the normal operating procedures within the department because this type of consultation and collaboration is an existing funded responsibility.

There is minimal impact to the department. The activities stated in ESSB 5815 are already part of the normal operating procedures within the Housing Assistance program.

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

**IV. D - Capital FTE Detail:** *List FTEs by classification and corresponding annual compensation . Totals need to agree with total FTEs in Part IVB*

NONE

**Part V: New Rule Making Required**

# Individual State Agency Fiscal Note

|                                 |                           |                                            |
|---------------------------------|---------------------------|--------------------------------------------|
| <b>Bill Number:</b> 5815 E S SB | <b>Title:</b> Identicards | <b>Agency:</b> 240-Department of Licensing |
|---------------------------------|---------------------------|--------------------------------------------|

## Part I: Estimates

☐

No Fiscal Impact

### Estimated Cash Receipts to:

NONE

### Estimated Operating Expenditures from:

|                                    | FY 2022 | FY 2023 | 2021-23 | 2023-25 | 2025-27 |
|------------------------------------|---------|---------|---------|---------|---------|
| FTE Staff Years                    | 0.0     | 0.5     | 0.3     | 0.9     | 0.9     |
| <b>Account</b>                     |         |         |         |         |         |
| Highway Safety Account-State 106-1 | 0       | 141,000 | 141,000 | 398,000 | 398,000 |
| <b>Total \$</b>                    | 0       | 141,000 | 141,000 | 398,000 | 398,000 |

### 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: Michael Hirsch | Phone: 360-786-7157   | Date: 02/15/2022 |
| Agency Preparation: Don Arlow       | Phone: (360) 902-3736 | Date: 02/18/2022 |
| Agency Approval: Gerrit Eades       | Phone: (360)902-3863  | Date: 02/18/2022 |
| OFM Review: Kyle Siefering          | Phone: (360) 995-3825 | Date: 02/18/2022 |

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 .

See attached fiscal note

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.

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

| Account  | Account Title          | Type  | FY 2022 | FY 2023 | 2021-23 | 2023-25 | 2025-27 |
|----------|------------------------|-------|---------|---------|---------|---------|---------|
| 106-1    | Highway Safety Account | State | 0       | 141,000 | 141,000 | 398,000 | 398,000 |
| Total \$ |                        |       | 0       | 141,000 | 141,000 | 398,000 | 398,000 |

III. B - Expenditures by Object Or Purpose

|                                      | FY 2022 | FY 2023 | 2021-23 | 2023-25 | 2025-27 |
|--------------------------------------|---------|---------|---------|---------|---------|
| FTE Staff Years                      |         | 0.5     | 0.3     | 0.9     | 0.9     |
| A-Salaries and Wages                 |         | 28,000  | 28,000  | 100,000 | 100,000 |
| B-Employee Benefits                  |         | 11,000  | 11,000  | 40,000  | 40,000  |
| C-Professional Service Contracts     |         |         |         |         |         |
| E-Goods and Other Services           |         | 102,000 | 102,000 | 258,000 | 258,000 |
| 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       | 141,000 | 141,000 | 398,000 | 398,000 |

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 2022 | FY 2023 | 2021-23 | 2023-25 | 2025-27 |
|-------------------------------------|--------|---------|---------|---------|---------|---------|
| Licensing Services Representative 2 | 55,524 |         | 0.5     | 0.3     | 0.9     | 0.9     |
| Total FTEs                          |        |         | 0.5     | 0.3     | 0.9     | 0.9     |

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

**IV. D - Capital FTE Detail:** *List FTEs by classification and corresponding annual compensation . Totals need to agree with total FTEs in Part IVB*

NONE

## Part V: New Rule Making Required

# Individual State Agency Fiscal Note

Agency 240 – Department of Licensing

Bill Number: ESSB 5815

Bill Title: Identicards for homeless individuals

## Part 1: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts:

NONE

### Estimated Expenditures:

|                 |  | FY 22 | FY 23 | 21-23 Total | 23-25 Total | 25-27 Total |
|-----------------|--|-------|-------|-------------|-------------|-------------|
| FTE Staff Years |  | -     | 0.5   | 0.3         | 0.9         | 0.9         |
|                 |  |       |       |             |             |             |

| Fund Name      | Fund | FY 22 | FY 23   | 21-23 Total | 23-25 Total | 25-27 Total |
|----------------|------|-------|---------|-------------|-------------|-------------|
| Highway Safety | 106  | -     | 141,000 | 141,000     | 398,000     | 398,000     |
| Account Totals |      | -     | 141,000 | 141,000     | 398,000     | 398,000     |

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

|                                     |                       |                 |
|-------------------------------------|-----------------------|-----------------|
| Legislative Contact: Michael Hirsch | Phone: (360) 786-7157 | Date: 2/16/2022 |
| Agency Preparation: Don Arlow       | Phone: (360) 902-3736 | Date: 2/18/2022 |
| Agency Approval: Gerrit Eades       | Phone: (360) 902-3931 | Date: 2/18/2022 |

|           |           |
|-----------|-----------|
| Request # | 1         |
| Bill #    | 5815 ESSB |

## **Part 2 – Explanation**

Requires the Department of Licensing (DOL) to work with the Department of Commerce (COM) to create and implement an identicard program to provide homeless individuals within Washington a one-time state-issued identicard at no cost to the applicant.

**ESSB 5815 compared to SB 5815:** ESSB 5815 shifts administration of the identicard program from COM to DOL. This change is not expected to have an impact on the department's fiscal note.

### **2.A – Brief Description Of What The Measure Does That Has Fiscal Impact**

Section 1 is a new section in Chapter 43.185C RCW that requires DOL to work with COM to create and implement an identicard program to provide homeless individuals within Washington state a state-issued identicard pursuant to RCW 46.20.117 (Identicards). Section 1 (2) establishes eligibility for a taxpayer funded, one-time identicard if the applicant:

- (a) Meets the DOL criteria under RCW 46.20.117.
- (b) Meets the definition of a homeless person under RCW 43.185C.010 on a sheltered or unsheltered basis.
- (c) Is expected to reside in Washington.
- (d) Does not have a current and valid state-issued identicard or driver's license.

Section 2 establishes an effective date of January 1, 2023.

### **2.B - Cash receipts Impact**

The bill will not impose a fee for an identicard issued under section 1, therefore no cash receipts impacts are associated with the bill.

### **2.C – Expenditures**

Limited information is available regarding the size of the potential cohort addressed by the bill. Available data include the point in time homeless count of 22,923 in 2020 Washington state homeless count, Exhibit 1.6 <https://www.huduser.gov/portal/sites/default/files/pdf/2020-AHAR-Part-1.pdf>. However, the flow of homeless through the state may be closer to 150,000 persons annually. Homeless persons may already be eligible for a subsidized, no-fee identicard through available channels under RCW 46.20.117 (1)(c), such as receiving a \$5 voucher from the Department of Social and Health Services (DSHS), or if they are youth under the age of 18 and do not have a permanent residence. DOL issues an average of 53,000 such identicards per year.

For purposes of this fiscal note, DOL used information provided by the Department of Commerce in 2019, which was based on the experience in Illinois with a similar homeless identicard program, scaled to Washington's population size. Using those estimates, this fiscal note assumes that 15,000 additional no-fee identicards will be issued to homeless persons annually. Processing these new issuances will require resources for licensing office staff, and to cover the cost of identicard production and delivery. Identicard issuances take on average 4.5 minutes and are processed by Licensing Services Representative 2s (LSR2s).

15,000 identicard issuances x 4.5 LSR2 minutes = 67,500 production minutes

67,500 production minutes divided by 78,942 minutes available per LSR2 FTE per year = 0.9 LSR2 FTE

Estimated costs of document production by DOL's central issuance vendor, as well as tax, postage, and returned mail processing:

15,000 Annual new identicards x \$5 = \$75,000 annual identicard expenditures; reduced in FY 2023 due to effective date.

15,000 Annual new identicard issuances  
\$5 Assume \$5 per issuance production/delivery cost  
 \$75,000 Annual identicard expenditures

Standard FTE goods and services (object E) costs are included on Table 3.B.1. Standard FTE costs do not include objects EM (AG services), ER (contractual services), and EZ (Other goods & Svcs) which are also shown in Table 3.B.1.

### Information Services

The agency will use appropriated funds to hire contract programmers to accomplish this work or to support current staff implementing this legislation within the required timeline. Appropriated funds may also be used to hire agency temporary staff to support permanent staff assigned to this legislative 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.

| Cost Category                      | Description                                                                                                                                                                                                                                                                                                                | Rate      | 2022 | 2023          | 2024 | 2025 | 2026 | 2027 | Total Cost    |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|---------------|------|------|------|------|---------------|
| TESTER                             | Test to verify individual components meet requirements; ensure that other business transactions have not been impacted.                                                                                                                                                                                                    | \$ 22,620 | -    | 6,800         | -    | -    | -    | -    | 6,800         |
| BUSINESS ANALYST                   | Determine business requirements; translate requirements into what changes are needed to various systems including account codes, inventory codes, testing considerations, etc.                                                                                                                                             | \$ 16,530 | -    | 1,700         | -    | -    | -    | -    | 1,700         |
| PROJECT MANAGER                    | Manage schedule and contracts                                                                                                                                                                                                                                                                                              | \$ 28,710 | -    | 2,900         | -    | -    | -    | -    | 2,900         |
| SECURITY AND ARCHITECT SERVICES    | Create the conceptual model that defines the structure, behavior and framework of a computerized system including a breakdown of the system into components, the component interactions and interfaces (including with the environment, especially the user), and the technologies and resources to be used in the design. | \$ 16,530 | -    | 1,700         | -    | -    | -    | -    | 1,700         |
| CONTRACTED FAST DEVELOPER / TESTER | Updates to the DRIVES system will require additional vendor hours outside of the contracted maintenance to make system updates to implement this bill.                                                                                                                                                                     | \$ 34,800 | -    | 10,400        | -    | -    | -    | -    | 10,400        |
| Trainer                            | Trains business partners and employees in new system processes and capabilities.                                                                                                                                                                                                                                           | \$ 22,620 | -    | 2,300         | -    | -    | -    | -    | 2,300         |
| Project Contingency                | Office of the Chief Information Officer designated rate of 10%                                                                                                                                                                                                                                                             | \$ 25,230 | -    | 2,600         | -    | -    | -    | -    | 2,600         |
| <b>Totals</b>                      |                                                                                                                                                                                                                                                                                                                            |           | -    | <b>28,400</b> | -    | -    | -    | -    | <b>28,400</b> |

## What DOL will implement:

1. New system ability to issue a no fee identicard for qualified applicants based on user determination, which also track issuance in the system.
2. New report to track customers issued a no fee identicard.

## Support Services

Agency Administrative Overhead is included at a rate of 26.0 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.

Standard FTE goods and services (object E) costs are included on Table 3.B.1. Standard FTE costs do not include objects EM (AG services), ER (contractual services), and EZ (Other goods & Svcs).

## Part 3 – Expenditure Detail

### 3.A – Operating Budget Expenditures

| Fund Name      | Fund | FY 22 | FY 23   | 21-23 Total | 23-25 Total | 25-27 Total |
|----------------|------|-------|---------|-------------|-------------|-------------|
| Highway Safety | 106  | -     | 141,000 | 141,000     | 398,000     | 398,000     |
| Account Totals |      | -     | 141,000 | 141,000     | 398,000     | 398,000     |

### 3.B – Expenditures by Object or Purpose

| Object Name          | FY 22 | FY 23   | 21-23 Total | 23-25 Total | 25-27 Total |
|----------------------|-------|---------|-------------|-------------|-------------|
| FTE Staff Years      | 0.0   | 0.5     | 0.3         | 0.9         | 0.9         |
| Salaries and Wages   | -     | 28,000  | 28,000      | 100,000     | 100,000     |
| Employee Benefits    | -     | 11,000  | 11,000      | 40,000      | 40,000      |
| Goods and Services   | -     | 102,000 | 102,000     | 258,000     | 258,000     |
| Total By Object Type | -     | 141,000 | 141,000     | 398,000     | 398,000     |

### 3.C – FTE Detail

| Position                            | Salary | FY 22 | FY 23 | 21-23 Total | 23-25 Total | 25-27 Total |
|-------------------------------------|--------|-------|-------|-------------|-------------|-------------|
| Licensing Services Representative 2 | 55,524 | 0.0   | 0.5   | 0.3         | 0.9         | 0.9         |
| Total FTE                           |        | 0.0   | 0.5   | 0.3         | 0.9         | 0.9         |
| Totals may differ due to rounding.  |        |       |       |             |             |             |

## Part 4 – Capital Budget Impact

None.

## Part 5 – New Rule Making Required

None.