



STATE OF WASHINGTON

June 5, 2020

TO: Select Agency Directors

FROM: David Schumacher, Director
Office of Financial Management

James Weaver, Director and State CIO
Washington Technology Solutions

SUBJECT: 2020 INFORMATION TECHNOLOGY GATED FUNDING OVERSIGHT

The enacted 2020 supplemental operating and transportation budgets place one or more of your agency's information technology (IT) projects under gated funding oversight by the Office of the Chief Information Officer (OCIO) and Office of Financial Management (OFM). Section 701 of the operating budget (ESSB 6168) and Section 701 of the transportation budget (ESHB 2322) prescribe the process for this oversight, as well as access to and use of project funds.

The gated funding oversight process is designed with the following goals in mind:

- Increasing accountability among agencies, OCIO and OFM.
- Enhancing fiscal and technological oversight through the use of best practices, including a gated funding methodology.
- Mitigating risk to help improve project success and outcomes.
- Providing greater insight into total project costs.
- Meeting legislative requirements in the 2020 supplemental operating and transportation budgets.

We would like to engage you as soon as possible to discuss the gated funding requirements and support the success of your projects. Agencies will initiate the process by completing an [IT project assessment](#) online. The OCIO will then assign an oversight consultant to your project and schedule a gated funding kickoff meeting.

Gated funding informational resources are available on the [OCIO website](#), including an overview of the gated funding process, technology budget tip sheet, and required technology budget template.

Gated Funding Expectations for New Projects

1. An agency may not expend new funds provided by the Legislature until the project has:
 - A technology budget approved by both OFM and OCIO using the [technology budget template](#). This template is used to identify project costs, fund sources and anticipated deliverables through each stage of the entire project investment and across fiscal periods and biennia from the start of the project through implementation and closeout. The agency's technology budget will be uploaded and posted to the IT dashboard.
 - Requested release of the gate dollars from OCIO.
 - Received approval to begin the gate from both OCIO and OFM, after a ten business day notification to the legislative fiscal committees.

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2. For new projects, an OCIO-approved [investment plan](#) is a required deliverable of the first technology budget gate and is needed to move forward with any future gate request. Unless a policy waiver is granted by the OCIO, the investment plan must include the external quality assurance readiness assessment and the agency response to any project risks identified in the readiness assessment. Any material change to project scope, schedule or budget requires an amendment to the investment plan. This amendment must be submitted to the OCIO for review and approval before certification of the next gate of your project.

Additional Notes for Gated Funding Projects

Agencies must ensure that all project expenses are tracked in the agency-determined Agency Financial Reporting System (AFRS) coding structure starting July 1, 2019. Discrete project coding structure is included in the [technology budget template](#).

Following completion of the first gate and any subsequent gate, agencies are not authorized to expend dollars on new or existing projects until the agency has:

- Received approval from OCIO on the project [investment plan](#).
- Reviewed and updated the technology budget as necessary using the [technology budget template](#), and received approval from both OFM and OCIO.
- Requested the release of gate dollars from OCIO.
- Received gate certification from OCIO, including review of gate deliverables.
- Received approval to begin the gate from both OCIO and OFM, after a ten business day notification to the legislative fiscal committees.

If you have questions, please contact the [OCIO Oversight Consultants Pool](#) or your [OFM budget analyst](#).

Attachment

cc: Michael Bezanson, Staff Coordinator, Senate Ways and Means Committee
Charlie Gavigan, Staff Coordinator, House Appropriations Committee
Sarian Scott, Fiscal Analyst, Senate Ways and Means Committee
Jessica Van Horne, Fiscal Analyst, House Appropriations Committee
Select Agency Deputy Directors
Select Agency Chief Financial Officers
Select Agency Chief Information Officers
OFM Budget Analysts

2020 Gated Funding Projects

Agency	Project	OFM Budget Analyst
Children, Youth, and Families, Department of	Online Reporting System	Rayanna Williams
Corrections, Department of	OMNI Assessment	Cynthia Holliman
Employment Security Department	TBD : SHB 2308 - Job Title Reporting	Anna Minor
Enterprise Services, Department of	State Building Code Council Website	Bryan Way
Health, Department of	Lab Information Management System	Bryce Andersen
Labor and Industries, Department of	Local Government Procurement	Anna Minor
Labor and Industries, Department of	SHB 2409 - Industrial Insurance Employers	Anna Minor
Labor and Industries, Department of	Workplace Safety and Health	Anna Minor
Minority and Women's Business Enterprises, Office of	Electronic Data Collection	Ramona Nabors
Puget Sound Partnership	Puget Sound Info Systems	Leslie Connelly
Washington State Health Care Authority	Enrollment Process - PEBB	Jason Brown
Washington State Health Care Authority	Federal Match for DOH LIMS	Jason Brown
Washington State Patrol	Firearm Background Checks	Jenna Forty
Workforce Training & Education Coordinating Board	Private Vocational School License System	Breann Boggs