

# Technology Budget Change Log: v5.0 to v6.0

Effective July 1, 2023

## File Format

<b>General</b>	Combined Gated Funding and Non-Gated technology budget templates.
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## Instructions Tab

<b>Row B10</b>	Added link to Agency Code Combinations document.
<b>Row 21</b>	Noted that non-gated projects should add projected spend on the Budgeted Resources tab.
<b>Row 43</b>	Noted that Agency In-Kind tab is for gated projects only.
<b>Row 53</b>	Updated link to FY23 LEAP Omnibus.
<b>Cell B64</b>	Updated link to current biennial budget.

## Inputs Tab

<b>D28</b>	Added cell to calculate Gated Funding Holdback.
<b>Cells C37-D44</b>	Added pop-up instructions for the OFM letters section.
<b>Cell G10</b>	Added a link to Agency Coding Combinations.
<b>Cells G34-J38</b>	Added general wage increase percentage for fiscal years to use for State Staff costs on Budgeted Resources and Agency In-Kind Resources.

## Summary Tab

<b>Row 49</b>	Added note that rows after 50 do not apply to non-gated projects.
<b>Row 61</b>	Added Gate Total to repeat in the Gate Release Amounts (OFM use only) section.
<b>Rows 67-69</b>	Included rows to calculate Adjusted Gate Release if needed. By adding the previous gate release amount in row 67, the Gate Adjustment and Adjusted Gate Release will automatically calculate. Included pop-up message with instructions to add total actual OFM release amount, including holdback, if different than calculated in row 65.
<b>Rows 145-153</b>	Added calculations for automated input into Salesforce.

## Historical Budget & Actuals Tab

<b>General</b>	Updated all biennium and fiscal year references for BI2023-25.
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<b>Row 25</b>	Added fund 447 information to the Historical Budget section.
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## Budget Resources Tab

<b>General</b>	Updated all biennium and fiscal year references for BI2023-25.
<b>Section 1</b>	<ul style="list-style-type: none"> <li>Updated Salary to reflect most recent salaries on record.</li> <li>Updated the FTE allocation to include two decimals rather than rounding to the nearest tenth.</li> <li>Revised subtotal in Row 107 to include increases by fiscal year using the percentages entered on the Inputs tab.</li> </ul>

## Agency In-kind Resources Tab

<b>General</b>	Updated all biennium and fiscal year references for BI2023-25.
<b>Section 1</b>	<ul style="list-style-type: none"> <li>Updated Salary to reflect most recent salaries on record.</li> <li>Updated the FTE allocation to include two decimals rather than rounding to the nearest tenth.</li> <li>Revised subtotal in Row 107 to include increases by fiscal year using the percentages entered on the Inputs tab.</li> </ul>

## M&O (Maintenance and Operations) Tab

Updated all biennium and fiscal year references for BI2023-25.

## 447 Fund Sources Tab

Updated all biennium and fiscal year references for BI2023-25.

## Assumptions Tab

No change.

## Deliverables Tab

<b>General</b>	<ul style="list-style-type: none"> <li>Deleted columns for Status and Date Complete.</li> <li>Added additional hidden rows to be expanded as needed.</li> </ul>
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## Deliverables Sample Tab

Deleted Deliverables Sample Tab and added a link to the Deliverables tab for reference to a separate file.

## Amendment Log

<b>Sample Amendment</b>	Hidden rows 10-37 as the sample was causing confusion.
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**Amendments**

Added words to clarify that the totals by amendment include the Total Planned Spend for the project.

# Technology Budget Change Log: v4.0 to v5.0

Effective July 1, 2021

## File Format

<b>General</b>	File changed to an Excel workbook instead of Excel macro-enabled workbook.
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## Instructions Tab

<b>Rows 2-3</b>	Clarified text about alterations to Budgeted Resources and Inputs tabs.
<b>Rows 8-10</b>	Added text about agency two coding combination. Link is included to a posted resource on the OCIO website.
<b>Row 48</b>	Added instructions for the new M&O (maintenance and operations) tab.
<b>Row 50</b>	Add instructions for the new 447 Fund Sources tab.
<b>Cell B63</b>	ESSB reference and link updated.

## Inputs Tab

<b>General</b>	Updated Helpful Resource Section links.
<b>Cells B35-B43</b>	Added Gate #s to Gate Approval Letter section.
<b>Cell C3</b>	Updated biennium title to "2021-23 Biennium."
<b>Cells C18, C27</b>	Updated text to "Total Planned Spend" to match approved glossary term.
<b>Cells C44-D44</b>	Total Approved to Date row added to Gate Approval Letter section.
<b>Cell D3</b>	Updated template name to "Approved Technology Budget for Gated Funding Projects Version 5.0."
<b>Cell D5</b>	Agency name dropdown list was updated for DCYF to "Department of Children, Youth, and Family" to match AFRS name.
<b>Cell D23</b>	Updated formula to grab Total Historical Agency In-kind from Historical tab.
<b>Cell D30</b>	Added "Maintenance & Operations (M&O) Start Date" field.
<b>Cell D31</b>	Added "Estimated Annual M&O Amount (average of first five years)" field.
<b>Cells G8-H9</b>	Updated in cell instructions to: "Projects >\$100 million only, what AFRS code is used to track <u>the overall program?</u> "
<b>Cells I13-20</b>	AFRS Code default value updated to "Insert Code."
<b>Cells I26-38</b>	Updated Staffing Assumptions.
<b>Column J</b>	AFRS field default values updated to "Select from dropdown."
<b>Column M-Q</b>	Updated Helpful Resources Section

## Summary Tab

<b>General</b>	Changed tab name to Summary.
<b>General</b>	Updated all biennium and fiscal year references for BI2021-23.
<b>Rows 25-32 and 46-53</b>	Added rows for additional fund sources; hidden by default.
<b>Row 34</b>	Added conditional formatting to highlight False values.
<b>Row 72</b>	Added running total.
<b>Column O</b>	Added to applicable sections for totals.
<b>Cell C99, C109</b>	Updated text to "Total Planned Spend" to match approved glossary term.
<b>Cell L70</b>	Updated formula so it displays closeout amount regardless of number of gates.
<b>Cells M37-C54</b>	Added conditional formatting to highlight False values.

## Historical Budget & Actuals Tab

<b>Row 4</b>	Added worksheet purpose.
<b>Row 5</b>	Updated instructions.
<b>Row 6</b>	Added tips for migrating from prior template v4.0.
<b>Rows 8-9</b>	Added Historical Agency In-kind section.
<b>Columns D-M</b>	Updated historical fiscal year references to FY2012-FY2021.
<b>Column N</b>	Added column that calculates total.
<b>Cells M33-C57</b>	Added conditional formatting to highlight False values.

## Budget Resources Tab

<b>General</b>	Updated all biennium and fiscal year references for BI2021-23.
<b>Section 1</b>	Updated BI2021-23 staffing assumptions for classified job classes.
<b>Row 4</b>	Added data validation of gate numbers to Inputs tab.
<b>Rows 272-279</b>	Added rows for additional fund sources; hidden by default.

## Agency In-kind Resources Tab

Updated all biennium and fiscal year references for BI2021-23.

## M&O (Maintenance and Operations) Tab (new)

Added a new M&O worksheet in compliance with Section 701(4)(a) of the 2021-23 operating budget (ESSB 5092) and Section 701(2) of the 2021-23 transportation budget (SSB 5165).

## 447 Fund Sources Tab (new)

Added a new 447 Fund Sources worksheet in compliance with Section 701(4)(b) of the 2021-23 operating budget (ESSB 5092).

## Assumptions Tab

No change.

## Deliverables Tab

<b>Rows 4-6</b>	Updated instructions and added tips for migrating from prior template v.4.0.
<b>Rows 7, 21, 35, 49, 63, 77, 91 and 105</b>	Added formulas for data consistency within template. Gate name and number reference the Inputs tab. Gate start date references row 4 of the Budgeted resources tab.

## Deliverables Sample Tab

<b>General</b>	Updated list sample gates and deliverables.
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## Amendment Log

<b>Rows 3-4</b>	Added purpose section.
<b>Rows 5-8</b>	Updated instructions.
<b>Sample Amendment</b>	Sample amendment section updated.
<b>Amendments</b>	Five Summary Narrative questions added to each amendment section.
<b>Amendments</b>	Yes/No Amendment Changes questions added to each amendment section.
<b>Amendments</b>	"Insert Date Here" added to amendment headers.

# Technology Budget Change Log: v3.0 to v4.0

Effective May 26, 2020

## Instructions Tab (new)

Added Instructions tab to provide users direction regarding other tabs in template.

## Inputs Tab

<b>General</b>	Highlighted Staffing Assumptions for benefit rates in gray to indicate cells are pre-filled.
<b>General</b>	Locked worksheet (password protected) so that rows/columns cannot be added or deleted.
<b>General</b>	Adjusted print grid to print on legal size page with footer containing file information.
<b>Cells B33-B38</b>	Removed #s.
<b>Cells C20-D29</b>	Updated Total Project Cost section. <ul style="list-style-type: none"> <li>Title is now Total Project Planned Spend.</li> <li>Budgeted and In-kind Resources are broken into Historical, Current Biennium and Future.</li> <li>Total Project Planned Spend in Cell D29 subtotals these amounts.</li> <li>All cells are formula driven and locked with password protection.</li> </ul>
<b>Cell D3</b>	Updated cell D3 template name to "Approved Technology Budget for Gated Funding Projects Version 4.0".
<b>Cell D5</b>	Changed cell D5 agency name drop-down selection default to "Select Agency..." instead of "Consolidated Technology Services".
<b>Cell D16</b>	Added "Budget Funded Level (Winsum amount)" as a data entry cell in Cell D16.
<b>Cells H1-K2</b>	Added color ledger in cells H1-K2. Yellow highlighted cells require input. Gray highlighted cells are pre-filled, or formula driven.
<b>Cell D17</b>	Added "Amount Subject to proviso" as a data entry cell in Cell D17.
<b>Cells H13-H19</b>	Gate # in cells H13-H19 are highlighted yellow to indicate that they can be altered.
<b>Cells I24-I27</b>	Cells I24-I27 are locked with password protection.

## 19-21 Summary Tab

<b>General</b>	Locked all formulas in Budgeted Resources, Agency In-kind, and Total Biennial Planned Spend sections with password protection.
<b>General</b>	Adjusted print grid to print on legal size page with footer containing file information.
<b>Rows 25-34</b>	Added OFM Funding Release by Gate - Funded Sources - (OFM Use only) section. Rows are hidden by default.

<b>Cell C79</b>	Renamed "Total Project Cost" to "Total Biennial Planned Spend."
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## Historical Budget & Actuals Tab

No change.

## Budgeted Resources Tab

<b>General</b>	Locked worksheet so rows/columns cannot be added or deleted.
<b>General</b>	Locked all subtotal formulas with password protection.
<b>General</b>	Adjusted print grid to print on ledger size page with footer containing file information
<b>Section 2-6</b>	Now defaulted to have 12 rows visible for easier navigation. User can unhide to add more rows.

## In-kind Resources Tab

<b>General</b>	Adjusted print grid to print on ledger size page with footer containing file information.
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## Assumptions Tab (new)

Added an assumptions tab for users to provide additional context regarding project scope, schedule and budget changes.

## Deliverables Tab

<b>General</b>	Updated instructions.
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## Deliverables Sample Tab (new)

Added a sample list of deliverables for agencies to reference.

## Amendment Log (new)

Added an amendment log for compliance with Section 701(4)(c) of the 2020 supplemental operating budget (ESSB 6168).



# Technology Budget Change Log: v2.0 to v3.0

Effective July 12, 2019

## Inputs Tab

<b>Cell D3</b>	Added the Approved Technology Budget Version.
<b>Cell J5</b>	Modified validation rules to only allow for the text "Appropriation Index" to minimize confusion.

## 19-21 Summary Tab

<b>Tab name</b>	Renamed the Summary tab to 19-21 Summary.
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## Historical Budget & Actuals Tab (new)

Added this tab for projects that span biennia. This tab will be used to aggregate and standardize historical information for projects.

## Budget Resources Tab

No changes.

## In-kind Resources Tab

<b>General</b>	Corrected issue with the Position Title/Classification drop-down not containing WMS positions.
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## Deliverables Tab

No changes.

# Technology Budget Change Log: v1.0 to v2.0

Effective June 21, 2019

## Inputs Tab

<b>General</b>	Merged and centered all cells in Helpful Resources to make clicking links easier.
<b>Cell I27</b>	Modified staffing assumptions Unemployment calculation from 8.5% to 0.85%.

## Summary Tab

<b>Budgeted Resources</b>	Corrected out year formulas in cells F6 through N11 to pull from the sum total rows of the Budgeted Resources tabs. Previously the formulas were incorrectly summing values and erroneously showing costs where they did not exist.
<b>In-kind Resources</b>	Corrected formulas for State Employee Staffing Costs and Other section to reflect cell layout. Corrected the same issue with the out years from the budgeted resources section.
<b>In-kind Resources</b>	Added 0s for the Non-State Employee Staffing Costs, Contracted Professional Resources, Software Licenses and Subscriptions, and Hardware and Equipment sections. This keeps other formulas intact and shows that those costs are not considered in-kind.
<b>In-kind Resources</b>	Corrected gate total formula to reference the correct cells.

## Budget Resources Tab

<b>Column "Other"</b>	Modified formula to pull from Inputs cells I33-I36. Previously this formula was pulling from I31 and I32 as well, which is part of the benefits calculation.
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## In-kind Resources Tab

<b>Column "Other"</b>	Modified formula to pull from Inputs cells I33-I36. Previously this formula was pulling from I31 and I32 as well, which is part of the benefits calculation.
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## Deliverables Tab

No changes.