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July 6, 2026

TO: Agency Directors
Agency Deputy Directors
Agency Chief Information Officers

FROM: William S. Kehoe, Director and State Chief Information Officer
Washington Technology Solutions

SUBJECT: 2026 Annual Technology Certification Requirements

RCW 43.105.054 requires state agencies to annually report on their technology portfolio and compliance with statewide technology policies. This annual certification provides a consistent statewide view of technology investments, risks, and policy compliance, supporting enterprise planning, identifying statewide trends, and informing technology decisions across Washington state government.

Completing the annual technology certification gives agency business and technology leaders an opportunity to review the technology that supports their agency's programs and services, discuss current and emerging risks, and align priorities for the coming year. These conversations help align technology decisions with agency goals and business needs.

WaTech will analyze information collected through the annual certification to identify statewide trends, assess progress toward statewide technology goals, and inform the Biennial Performance Report required by RCW 43.105.220. These insights help agencies benchmark statewide trends, identify common challenges, and inform future technology planning. We will share aggregated findings, enterprise insights, and recommendations with agencies through statewide governance forums, including the Technology Services Board (TSB).

Your partnership is essential to ensuring the annual certification accurately reflects the technology your agency relies on to deliver services. Agency business and technology leaders should complete the certification together, so responses reflect both business priorities and technology considerations.

The 2026 Annual Technology Certification consists of five certification activities completed between September and December 2026. The schedule below outlines each certification activity, supporting resources, and due dates.

Part 1 – Application inventory due by Sept. 30, 2026

Each agency is responsible for updating their application inventory using the inventory template. **There are no new mandatory questions in the inventory template.** There is a new optional question about Community Lifelines for Disaster Recovery and Business Continuity. This year there were functional modifications to the inventory template. Agency updates should include additions, changes and deletions from the data collected last year. Please review the application and infrastructure inventory template for instructions and definitions, and the guidelines document for information on how to complete this inventory. Submit the completed inventory to WaTech's annual certification mailbox.

Part 2 – Infrastructure inventory due by Sept. 30, 2026

Please review the application and infrastructure inventory template for instructions and guidance. There are no new questions in the inventory template. Agency updates to this year's inventory should include additions, changes and deletions from the data collected last year. Submit the completed inventory to WaTech's annual certification mailbox.

Note: Agencies that have onboarded into Apptio Cloudability via the Technology Business Management (TBM) Cloud kick start do not need to include third-party cloud resources in their inventory submission; these will be captured as part of enrollment in that service.

Part 3 – Technology Policy Certification due by Sept. 30, 2026

The 2026 Annual Agency Technology Policy Certification is an online form that each agency must complete and submit. A waiver request must be submitted as outlined in POL-01-02-S Technology Standard when an agency is not in compliance with a policy. This signed survey will serve as the agency's certification of completing the annual survey. Upon completion of the form, a notification email will be sent to the agency contacts with an attached copy of the given responses and a list of policies that need waiver requests. Waiver requests shall be submitted by November 1, 2026, using the electronic Waiver Request Form on WaTech's website.

Part 4 – Privacy Assessment reporting due by Sept. 30, 2026

The 2026 Annual Privacy Assessment is an online form. Each agency must provide a completed Privacy Assessment survey by Sept. 30, 2026.

Part 5 - Annual IT Cybersecurity Report due by Dec. 31, 2026

The Office of Cybersecurity (OCS) requires each agency to complete the Agency Cyber Risk and Controls Assessment. This assessment replaces the prior NCSR (Nationwide Cybersecurity Review) and enables our state to establish risk metrics, data for legislatively required reporting, and critical forward planning regarding Washington's cybersecurity posture. Additionally, the assessment aids agencies in gaining insight into their individual cybersecurity gaps, risks and capabilities.

The assessment is expected to be available online starting in October 2026 and must be completed by December 31, 2026. Additional information and instructions for completing the assessment will be distributed to agencies in early fall 2026.

2026 certification questions

Questions concerning IT security reporting should be directed to Kathlyn Hofmann with WaTech's Cyber Risk Management Office.

Questions concerning the Privacy Assessment reporting should be directed to Zack Hudgins with the Office of Privacy & Data Protection.

If you have any other questions, please contact David Mendel with WaTech's Strategy & Management Division.

Thank you for your help with this effort.