

FACILITY LEASES AND FACILITY MAINTENANCE

Lease renewal and rate adjustments, major lease requests, and six-year facilities plan

Additional information required in a decision package (DP) related to a facility lease
In addition to the DP information requirements in Chapter 2, for **all** lease-rate DPs (regardless of maintenance level [ML] or policy level [PL]), attach a spreadsheet that contains the following information for all current and projected leased facility costs:

- Action (new, renew, change, close)
- Unique Facility ID (leave blank for new)
- Address (street address, where available, and city)
- Square feet
- Current lease start date and end date
- Services included in the lease
- FY 2022 funded level
- Renewal increase (in percentage)
- Projected FY 2023 and FY 2024 need
- Requested one-time costs (total dollars)
- Any relevant notes

A ML lease rate may include renewal, lease rate adjustments, relocation, and new space projects. Use item code **8L** for all DP leases regardless of square footage.

A request for one-time costs should include details about the individual project costs. Costs for new leases, moves or acquisition of new space not associated with mandatory caseload, workload and service-level changes should be included in a PL budget request following the criteria found in Chapter 1.

A template is available on the budget forms [webpage](#) to assist you in submitting this information.

OFM encourages the use of market research data, or a standard lease renewal rate increase tool based on CPI-U. This market data and the CPI-U tool are available upon request from [OFM Facilities Oversight](#).

What additional information is required for major leases?

RCW [43.82.035](#) requires major leases to be included in the 10-year capital plans. To comply with this law, OFM has provided a list of major lease projects through the [2021-27 six-year facilities plan](#) published by OFM. A major lease project is defined as a new space or relocation project over 20,000 square feet. Agencies must provide a separate operating budget PL DP for major lease projects.

While this budget DP may contain multiple projects over 20,000 square feet, it needs to fully describe the business need for *each* new space and provide the general location and square footage, along with responses to all DP questions. For relocation, also provide the current lease information and the current lease end date.

Contact information is available on the facilities oversight contacts [webpage](#).

Make DPs with space-related costs consistent with the six-year facilities plan
Agency operating budget requests for space-related costs must be consistent with the information the agency provided to OFM as part of the statewide six-year facilities planning process. Space-related costs include:

- existing lease cost changes
- new leases
- one-time costs of acquiring new space or relocating

What is a six-year facilities plan?

OFM, with the cooperation of state agencies, develops and publishes a statewide six-year facilities plan by January 1 of each odd-numbered year, which includes state agency space requirements and other pertinent data necessary for cost-effective facility planning. Directed by RCW [43.82.055](#), this planning process improves the oversight, management, and financial analysis of state agency facilities.

The six-year facilities plan will include:

- lease renewals
- leased and owned relocations
- new facilities projects

Visit OFM's six-year facilities plan [webpage](#) for more information about the scope of the plan and agency requirements.

Questions

Contact your assigned OFM facilities [analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.