

# FACILITY COSTS

---

## New requirement for all facilities

To capture facility one-time costs, lease adjustments and savings, agencies must provide information in a new spreadsheet template for all leased, owned and receivable (subleased) facilities, whether or not there is a decision package (DP) for that location.

With an overall goal to increase facility cost transparency, this new process will allow OFM to (1) validate facility costs by fiscal year, (2) identify savings, and (3) more effectively align agency decision packages with the biennial [Six-Year Facilities Plan](#), which defines an agency's desired action for [in-scope locations](#) for the time period covered by the plan. This exercise does not replace the DP process and applies to all agencies, including those that do not participate in six-year planning.

## Template overview

OFM has created a customized [Facility Cost Template](#) for each agency. The template includes separate tabs for Leased, Owned and Receivable facilities, as applicable, and some pre-populated data, such as location, space type, square footage, and lease terms. This data reflects each agency's facilities inventory as reported in the Facilities Portfolio Management Tool (FPMT), which is the system of record for Washington's inventory of state-owned and leased facilities. Data is current as of May 2024. For budgeting purposes, OFM is using an operating cost proxy to estimate total annual costs.

Agencies must use the Facility Cost Template – other versions will not be accepted, but supplemental notes and assumptions may be attached. The template is protected to prevent changes to formatting and pre-populated data; however, agencies will be able to make corrections to pre-populated annual cost data and add locations to the agency's facilities inventory. Field-specific guidance is available [below](#).

## Additional requirements for major leases

[RCW 43.82.035](#) requires major leases to be included in the 10-year capital plans. A major lease project is defined as a new space or expansion project over 20,000 square feet. Agencies must provide a separate operating budget policy level decision package (DP) for major lease projects. This budget DP may contain multiple projects over 20,000 square feet and should fully describe the business need for each new space. The general location and square footage, along with responses to all DP questions, should be included.

## Questions

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

## How to complete and submit the facility cost template

To complete the spreadsheet:

1. Download your agency's template from OFM's [website](#).
2. Populate the required fields in the Leased, Receivable and Owned tabs, as applicable. Refer to the instructions below for field-specific guidance. Use the CPI reference tab when escalating costs for lease renewals.
3. If you need to correct pre-populated annual cost data for a line item, enter the dollar amount in the annual cost correction field.
4. If you need to add a location to your agency's facilities inventory, populate the Modification table at the bottom of each tab.
5. Upload the completed spreadsheet to ABS with your agency's budget submittal.

### Leased

**Fiscal year 2024 savings and annual cost validation.** For each facility, enter savings achieved and/or spent. Indicate whether any of the line items need to be modified.

Field	Description
<b>Lease savings realized</b>	If applicable, enter the lease savings achieved in FY24.
<b>Lease savings spent</b>	If any lease savings was spent in FY24 at this location, enter the dollar amount.
<b>Other savings spent</b>	If other savings was spent in FY024 at this location, enter the dollar amount and define the type of savings in the Notes column.
<b>Annual full-service cost correction</b>	If the pre-populated annual full-service cost is incorrect for a line item, use this field to capture the updated cost. If the base rent is incorrect, work with your agency's internal facilities staff to update FPMT.

**2025-27 planned actions.** Choose your agency's desired action type for each facility for the 2025-27 biennium. Only one action type is allowed per line item. Please work with your agency's internal facilities staff to complete this information. Based on the data received in your agency's draft six-year planning materials, OFM has pre-populated the action type for office spaces that are in scope for the Six-Year Facilities Plan.

Field	Description
<b>Action type</b>	<p><b>Close:</b> To shut down all operations at that location. No new space is required (e.g., all staff are fully remote, or a program has ended).</p> <p><b>Consolidate:</b> To close one or more existing locations and consolidate operations into a different existing location within the agency's current portfolio.</p> <p><b>Major improvement:</b> A one-time cost exceeding \$250,000 to improve a leased facility, not covered by another Action Type.</p> <p><b>New space:</b> A new space that is not currently part of an agency's facilities inventory. May or may not involve relocating staff.</p> <p><b>No action:</b> No planned change for a lease that will not expire during the 2025-27 biennium.</p> <p><b>Renew:</b> Renewing in place with no change in square footage.</p> <p><b>Renew and downsize:</b> Renewing in place with a decrease in square footage.</p> <p><b>Renew and expand:</b> Renewing in place with an increase in square footage.</p>
<b>Priority rank</b>	In order of priority, with 1 being the highest priority, rank each action that has an associated decision package.

**Fiscal years 2025-2029.** Populate the following fields based on the Action Type for each location. If your agency is planning a project, please work with your internal facilities staff to determine projected ongoing and one-time costs.

Field	Description
<b>NGFO<sup>1</sup></b>	Enter the annual full-service cost to be spent from NGFO funds. The full-service cost includes base rent as well as operating costs. If the lease will be renewed during this fiscal year, refer to the CPI tab for lease cost escalation instructions.
<b>Other</b>	Enter the annual full-service cost to be spent from Other, non-NGFO funds. The full-service cost includes base rent as well as operating costs. If the lease will be renewed during this fiscal year, refer to the CPI tab for lease cost escalation instructions.
<b>Receivable income</b>	If you sublease space in a leased facility, enter the annual income received.
<b>Lease savings realized</b>	If applicable, enter the lease savings anticipated for this fiscal year.
<b>Lease savings spent</b>	If any lease savings will be spent at this location, enter the dollar amount.
<b>Other savings spent</b>	If other savings will be spent at this location, enter the dollar amount and define the type of savings in the Notes column.
<b>One-time costs</b>	Enter any projected one-time costs planned for this fiscal year. This does not include scheduled, recurring maintenance costs.

**Decision packages.** For each facility, indicate whether there is an associated decision package and, if so, whether it is a capital request.

Field	Description
<b>Decision package</b>	Select Yes if this facility has an associated decision package; otherwise select No.
<b>Capital request</b>	Select Yes if the decision package is a capital request; otherwise select No.
<b>Notes</b>	Use this field to capture additional details about funding, cost assumptions and savings. You may attach supplemental notes if needed.

<sup>1</sup> Near General Fund Outlook (NGFO) includes the following funding sources: General Fund-State, Education Legacy Trust Account, Opportunity Pathways Account, Workforce Education Investment Account, and Fair Start for Kids Account.

**Modification – leased.** Use this section to report leased facilities that are not listed on the tab. If you are adding new facilities, work with your internal facilities staff to get these locations entered into FPMT. Refer to the sections above for instructions on completing the remaining fields.

Field	Description
Unique facility ID	Enter the facility’s Unique Facility ID (UFI). UFIs are generated by FPMT. If you need help locating a UFI, contact your agency’s internal facilities staff. If this is a new facility that does not have a UFI, enter New.
Building name	Enter the commonly used name of the facility.
Street address	Enter the street address of the facility.
City	Enter the city where the facility is located.
County	Enter the county where the facility is located.
Total square feet	Enter the total square feet of the facility.
Primary space type	Enter the <a href="#">space type</a> that best describes the primary use of the facility.
Lease number	Enter the lease contract number.
Lease start date	Enter the lease start date.
Lease end date	Enter the lease end date.
Lease renewal fiscal year	Enter the lease renewal fiscal year. For example, if the lease ends 6/30/2025, it will renew on 7/1/2025, which is fiscal year 2026.
Total annual cost	Enter the annual base rent.
Full service	Enter Yes if the contract is full service. Enter No if your agency pays operating costs at this location.
Annual full-service cost	Enter the full-service cost of the facility. The full-service cost includes base rent as well as operating costs. Refer to OFM’s Operating Cost Assumptions tab or use your own and include your operating cost assumptions in the Notes column.
Receivable income	If you sublease space in this facility, enter the annual income received.

Receivable

**Fiscal year 2024 savings and annual cost validation.** For each facility, enter any savings achieved and/or spent. Indicate whether any of the line items need to be modified.

Field	Description
Lease savings realized	If applicable, enter the lease savings achieved in FY24.
Lease savings spent	If any lease savings was spent in FY24 at this location, enter the dollar amount.
Other savings spent	If other savings was spent in FY24 at this location, enter the dollar amount and define the type of savings in the Notes column.
Annual full-service cost correction	If the pre-populated annual full-service cost is incorrect for a line item, use this field to capture the updated cost. If the base rent is incorrect, have your internal facilities staff notify the lessor agency to update FPMT.

**2025-27 planned actions.** Choose your agency’s desired action type for each facility for the 2025-27 biennium. Only one action type is allowed per line item. Please work with your agency’s internal facilities staff to complete this information. Based on the data received in your agency’s draft six-year planning materials, OFM has pre-populated the action type for office spaces that are in scope for the Six-Year Facilities Plan.

Field	Description
<b>Action type</b>	<p><b>Close:</b> To shut down all operations at that location. No new space is required (e.g., all staff are fully remote, or a program has ended).</p> <p><b>Consolidate:</b> To close one or more existing locations and consolidate operations into a different existing location within the agency’s current portfolio.</p> <p><b>Major improvement:</b> A one-time cost exceeding \$250,000 to improve a receivable facility, not covered by another Action Type.</p> <p><b>New space:</b> A new space that is not currently part of an agency’s facilities inventory. May or may not involve relocating staff.</p> <p><b>No action:</b> No planned change for a receivable lease that will not expire during the 2025-27 biennium.</p> <p><b>Renew:</b> Renewing in place with no change in square footage.</p> <p><b>Renew and downsize:</b> Renewing in place with a decrease in square footage.</p> <p><b>Renew and expand:</b> Renewing in place with an increase in square footage.</p>
<b>Priority rank</b>	In order of priority, with 1 being the highest priority, rank each action that has an associated decision package.

**Fiscal years 2025-2029.** Populate the following fields based on the Action Type for each location. If your agency is planning a project, please work with your internal facilities staff to determine projected ongoing and one-time costs.

Field	Description
<b>NGFO</b>	<p>Enter the annual full-service cost to be spent from NGFO funds. The full-service cost includes base rent as well as operating costs.</p> <p>If the lease will be renewed during this fiscal year, refer to the CPI tab for lease cost escalation instructions.</p>
<b>Other</b>	<p>Enter the annual full-service cost to be spent from Other, non-NGFO funds. The full-service cost includes base rent as well as operating costs.</p> <p>If the lease will be renewed during this fiscal year, refer to the CPI tab for lease cost escalation instructions.</p>
<b>Lease Savings Realized</b>	If applicable, enter the lease savings anticipated for this fiscal year.
<b>Lease Savings Spent</b>	If any lease savings will be spent at this location, enter the dollar amount.
<b>Other Savings Spent</b>	If other savings will be spent at this location, enter the dollar amount and define the type of savings in the Notes column.
<b>One-Time Costs</b>	Enter any projected one-time costs planned for this fiscal year. This does not include scheduled, recurring maintenance costs.

**Decision packages.** For each facility, indicate whether there is an associated decision package and, if so, whether it is a capital request.

Field	Description
<b>Decision package</b>	Select Yes if this facility has an associated decision package; otherwise select No.
<b>Capital request</b>	Select Yes if the decision package is a capital request; otherwise select No.
<b>Notes</b>	Use this field to capture additional details about funding, cost assumptions and savings. You may attach supplemental notes if needed.

**Modification – receivable.** Use this section to report receivable facilities that are not listed on the tab. If you are adding new locations, have your internal facilities staff coordinate with the lessor agency to get the receivable leases entered into FPMT. Refer to the sections above for instructions on completing the remaining fields.

Field	Description
<b>Unique facility ID</b>	Enter the facility’s unique facility identifier (UFI). UFIs are generated by FPMT. If you need help locating a UFI, contact your agency’s internal facilities staff. If this is a new facility that does not have a UFI, enter New.
<b>Building name</b>	Enter the commonly used name of the facility.
<b>Street address</b>	Enter the street address of the facility.
<b>City</b>	Enter the city where the facility is located.
<b>County</b>	Enter the county where the facility is located.
<b>Total square feet</b>	Enter the total square feet of the subleased location.
<b>Primary space type</b>	Enter the <a href="#">space type</a> that best describes the primary use of the facility.
<b>Lease number</b>	Enter the receivable contract number.
<b>Lease start date</b>	Enter the receivable contract start date.
<b>Lease end date</b>	Enter the receivable contract end date.
<b>Lease renewal fiscal year</b>	Enter the lease renewal fiscal year. For example, if the lease ends 6/30/2025, it will renew on 7/1/2025, which is fiscal year 2026.
<b>Total annual cost</b>	Enter the annual base rent.
<b>Annual full-service cost</b>	OFM assumes receivable leases are full service. If not, enter the full-service cost of the facility, and include your operating cost assumptions in the Notes column.

Owned

**Fiscal year 2024 savings and annual cost validation.** For each facility, enter any savings spent. Indicate whether any of the line items need to be modified.

Field	Description
<b>Lease savings spent</b>	If any lease savings was spent in FY24 at this location, enter the dollar amount.
<b>Other savings spent</b>	If other savings was spent in FY24 at this location, enter the dollar amount and define the type of savings in the Notes column.
<b>Annual operating cost correction</b>	If the pre-populated annual operating cost (which includes any debt service) is incorrect for a line item, use this field to capture the updated cost. If the debt service is incorrect, work with your agency’s internal facilities staff to update FPMT.

**2025-27 planned actions.** Choose your agency’s desired action type for each facility for the 2025-27 biennium. Only one action type is allowed per line item. Please work with your agency’s internal facilities staff to complete this information. Based on the data received in your agency’s draft six-year planning materials, OFM has pre-populated the action type for office spaces that are in scope for the Six-Year Facilities Plan.

Field	Description
<b>Action type</b>	<p><b>Close:</b> To shut down all operations at that location. No new space is required (e.g., all staff are fully remote, or a program has ended).</p> <p><b>Consolidate:</b> To close one or more existing locations and consolidate operations into a different existing location within the agency’s current portfolio.</p> <p><b>Demolish:</b> This project type is specific to state-owned facilities and is used when a building will be destroyed and removed from the state’s inventory.</p> <p><b>Dispose:</b> Selling a facility to a non-state agency entity (i.e., removing the facility from the state's inventory) or transferring a facility to a different state agency.</p> <p><b>Major improvement:</b> A one-time cost exceeding \$250,000 to improve an owned facility, not covered by another Action Type.</p> <p><b>New space:</b> A new space that is not currently part of an agency’s facilities inventory. May or may not involve relocating staff.</p> <p><b>No action:</b> No planned change during the 2025-27 biennium.</p>
<b>Priority rank</b>	In order of priority, with 1 being the highest priority, rank each action that has an associated decision package.

**Fiscal years 2025-2029.** Populate the following fields based on the Action Type for each location. If your agency is planning a project, please work with your internal facilities staff to determine projected ongoing and one-time costs.

Field	Description
<b>NGFO</b>	Enter the annual operating cost, including any debt service, to be spent from NGFO funds.
<b>Other</b>	Enter the annual operating cost, including any debt service, to be spent from Other, non-NGFO funds.
<b>Lease savings spent</b>	If any lease savings will be spent at this location, enter the dollar amount.
<b>Other savings spent</b>	If other savings will be spent at this location, enter the dollar amount, and define the type of savings in the Notes column.
<b>One-time costs</b>	Enter any projected one-time costs planned for this fiscal year. This does not include scheduled, recurring maintenance costs.

**Decision package.** For each facility, indicate whether there is an associated decision package and, if so, whether it is a capital request.

Field	Description
<b>Decision package</b>	Select Yes if this facility has an associated decision package; otherwise select No.
<b>Capital request</b>	Select Yes if the decision package is a capital request; otherwise select No.
<b>Notes</b>	Use this field to capture additional details about funding, cost assumptions and savings.

**Modification-owned.** Use this section to report owned facilities that are not listed on the tab. If you are adding new facilities, work with your internal facilities staff to get these locations entered into FPMT. Refer to the sections above for instructions on completing the remaining fields.

Field	Description
<b>Unique facility ID</b>	Enter the facility's unique facility identifier (UFI). UFIs are generated by FPMT. If you need help locating a UFI, contact your agency's internal facilities staff.
<b>Building name</b>	Enter the commonly used name of the facility.
<b>Street address</b>	Enter the street address of the facility.
<b>City</b>	Enter the city where the facility is located.
<b>County</b>	Enter the county where the facility is located.
<b>Total square feet</b>	Enter the total square feet of the facility.
<b>Primary space type</b>	Enter the <a href="#">space type</a> that best describes the primary use of the facility.
<b>Annual operating cost</b>	Enter the total annual operating cost including any debt service. Refer to OFM's operating cost proxy on the Operating Cost Assumptions tab or use your own and include your operating cost assumptions in the Notes column.
<b>Receivable income</b>	If you sublease space in this facility, enter the annual income received.