



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

March 29, 2021

TO: Agency Deputy Directors
Small Agency Cabinet
Higher Education Institutions

FROM: Patricia K. Lashway
Deputy Director

A handwritten signature in blue ink, appearing to be "PL", located to the right of the "FROM:" field.

SUBJECT: 2021 STATEWIDE FACILITIES INVENTORY

[RCW 43.82.150](#) requires all Washington state agencies, departments, boards, commissions and institutions to report their inventories of state-owned and leased facilities as of June 30 each year. This data is used for budget development, strategic facilities planning and analysis, and reporting functions.

Instructions for the 2021 statewide facilities inventory are being distributed to agency facilities contacts and are also available on our [facilities inventory website](#). To help agencies report required data, the Office of Financial Management has released new user interfaces in our tracking database, the Facilities Portfolio Management Tool (FPMT), to reduce manual activity in the system and improve overall data integrity.

Additionally, OFM has launched a new Facilities Inventory [dashboard](#) that improves transparency and allows the Legislature, agencies and the public to visualize and interact with facilities data. The dashboard will be updated with results from the 2021 inventory by October 1. We look forward to receiving feedback and working with your agencies and other stakeholders to improve the dashboard over time.

Please submit your agency inventory report by **Wednesday, June 23, 2021**. If you have any questions, please contact Facilities Oversight and Planning at ofmfacilitiesoversig@ofm.wa.gov.

cc: Jennifer Masterson, Senior Budget Assistant, OFM