

OFM

Facilities Oversight and Planning

2023 Facilities Inventory Instructions

Community and Technical Colleges

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FACILITIES INVENTORY OVERVIEW

Since 1997, [RCW 43.82.150](#) has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's facilities inventory. All facility data is collected and maintained in FPMT.

For the purposes of the Statewide Facilities Inventory, a facility is defined as: *a building with at least one wall, a roof and a permanent foundation, regardless of occupancy*. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

OFM's statewide [inventory policy](#) has been aligned with accounting standards as part of expanding FPMT to meet new Governmental Accounting Standards Board (GASB) [requirements](#). Accordingly, inventory data in FPMT must be current and accurate each month. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements.

REPORTING REQUIREMENTS, SUBMISSION PROCESS AND DUE DATES

Overview

There are no new data requirements this reporting cycle; however, the process for placing a lease into holdover status and reporting month-to-month leases has changed. These new processes are included in the [Community & Technical College Data Requirements Checklist](#), which provides a detailed overview of required system updates along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2023, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

Key inventory requirements include:

- Reporting all receivable leases*
- Reporting available space, if applicable. Available space refers to unused or unneeded space that could be made available to another agency/school.
- Reporting a current condition assessment score for all owned and leased facilities. This data is statutorily required per [RCW 43.82.150](#).
- Attaching a copy of each lease/receivable contract or amendment in FPMT.

*A receivable lease, or sublease, is a lease agreement between a college that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning college is responsible for creating and updating receivable leases in FPMT.

FPMT Roles and Permissions

FPMT has two versions of the Agency Editor role – Facilities and Accounting. Both roles are required to complete the inventory reporting process. Per college discretion, users may be assigned both roles. Otherwise, facilities staff will need to coordinate with their college’s accounting staff to ensure all data is entered in a timely manner.

Refer to the [Request New User Account](#) job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by the [State Board for Community and Technical Colleges](#) (SBCTC) via the [FPMT User Access Form](#).

FPMT Wizards

Business process wizards are available in FPMT for common tasks, including renewing leases, updating contracts, deactivating facilities, and creating new owned, leased and receivable facilities. Beginning March 13, agency editors will have reduced manual edit permissions in FPMT and will be required to use wizards moving forward.

Wizards reduce manual activity in the system by guiding users through each step of the process and automating steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors, such as creating records with missing tables and overwriting existing lease data.

Access to wizards is determined by the user’s role permissions. Each job aid specifies which FPMT role is required for that particular task. The table below provides an overview of which wizards are available to each role and highlights which tasks are two-step processes.

FPMT Wizards	Role Assignment	
Create Owned Facility	Facilities	
Create Leased Facility ✦	Facilities	
Create Receivable Lease ✦	Facilities	
Deactivate Owned Facility	Facilities	
Lease Renewal	Accounting	✦ ✦ First step in two-step process
Receivable Lease Renewal	Accounting	
Deactivate Leased Facility	Accounting	
Deactivate Receivable Leased Facility	Accounting	
Lease Review ✦ ✦	Accounting	
Receivable Review ✦ ✦	Accounting	

Data Validation

OFM will work with individual colleges as needed to address data validation issues.

FPMT Data Submission Process

Each college will notify SBCTC that its inventory data is complete. SBCTC will submit data for the community and technical college system to OFM.

Due Dates

All inventory data is due to OFM by **Thursday, June 22, 2023**.

NOTE: New facilities must be entered into FPMT by **June 1** to allow sufficient time for OFM review and approval.

OFM will send reminder emails ahead of defined due dates and will notify colleges if correction steps are required.

CONTACT INFORMATION

For questions about the Statewide Facilities Inventory process, please contact Van La at van.la@ofm.wa.gov or send an email to ofmfacilitiesoversig@ofm.wa.gov.

For assistance with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.