



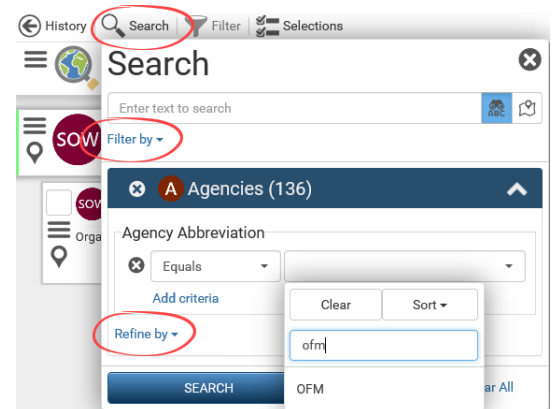
Baseline Report

As part of the biennial Six-Year Facilities Plan process, agencies must run, download and submit their FPMT Baseline Report. In addition to data normally captured through the annual Facilities Inventory, this report provides a baseline on cost and occupancy data.

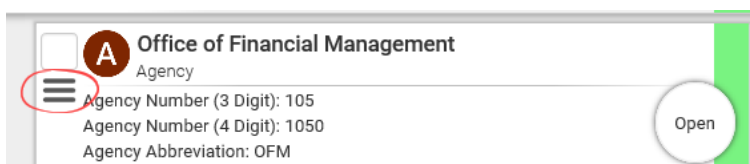
- ✓ The Baseline Report is accessed from the agency tile in FPMT.
- ✓ When you run the report, you will be prompted for the fiscal year. Enter 2020.
- ✓ Download and save the report in Excel format. FPMT will give you the option of Excel or PDF.
- ✓ Email the report to OFM via ofmfacilitiesoversig@ofm.wa.gov along with the agency's [Owned and/or Leased Facilities Summary Report\(s\)](#), as applicable, by **June 23, 2020**.
- ✓ If you have entered new facilities into FPMT, do not submit your reports until you have received notification that they have been approved.
- ✓ For assistance with FPMT, please contact the OFM Help Desk at HeretoHelp@ofm.wa.gov or (360) 407-9100.


Step 1: Navigate to your agency tile

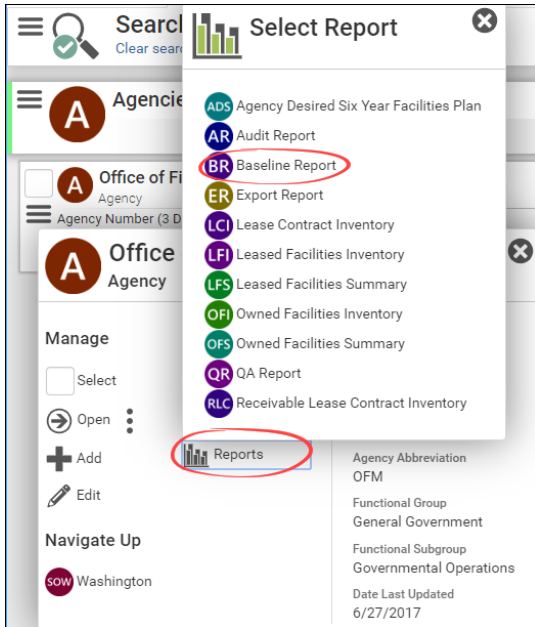
- A. Click the  Search button
- B. Click **Filter by** and choose **Agencies**
- C. Click **Refine by** and choose **Agency Abbreviation**
Note: These are SAAM abbreviations
- D. Choose your agency from the list. You can filter the list by typing the abbreviation in the text box
- E. Click the  button



Step 2: Click the menu button on the agency tile



Step 3: Click  Reports and select Baseline Report



Step 4: Enter 2020 as the 4-Digit Fiscal Year and click Request Report



Step 5: Click  Download Excel Report