



Six-Year Facilities Plan Policy

PURPOSE

The purpose of this policy is to define the requirements for the Six-Year Facilities Plan, which outlines the long-term facility needs of state government. These guidelines will help ensure that owned and leased facilities: 1) support the business needs of state agencies; 2) are healthy, safe and sustainable; 3) are used efficiently; and 4) use the state's fund sources effectively.

AUTHORITY

[RCW 43.82.055](#) requires the Office of Financial Management (OFM) to work with state agencies to determine the long-term facility needs of state government and to develop and submit a Six-Year Facilities Plan to the Legislature by January 1 of each odd numbered year.

SCOPE

This policy applies to all state agencies except agricultural commodity commissions, state historical societies, the School for the Blind, the School for the Deaf and higher education institutions.

POLICY

To ensure accuracy and consistency in state facilities management, capital planning and reporting activities, OFM has defined the following Six-Year Facilities Plan requirements.

SIX-YEAR FACILITIES PLAN REQUIREMENTS

1. In-scope facilities:
 - 1.1 The Six-Year Facilities Plan represents a subset of the statewide facilities inventory. The following [space types](#) are in scope for the plan:
 - 1.1.1 Leased, subleased, and owned offices (includes general, administrative, service delivery, project and field office spaces).
 - 1.1.2 Refer to the Six-Year Facilities Plan [In-Scope Criteria Overview](#) for a detailed list of excluded facilities.
2. System requirements:
 - 2.1 All baseline data resides in the Facilities Portfolio Management Tool (FPMT).
 - 2.2 Agencies are required to manually input baseline data into FPMT unless they have import permissions, as defined in the [Statewide Facilities Inventory Policy](#).
3. Table and field requirements:
 - 3.1 [Inventory data](#) serves as the baseline for the Six-Year Facilities Plan. The following table and field requirements are only applicable to the subset of inventory locations that are in scope for the Six-Year Facilities Plan:

3.1.1 Owned facilities

FPMT Table	Requirements and Comments
Owned Facility	The Six-Year Facilities Plan field value must be “Yes.”
Debt Service	Not all owned facilities will have debt service. OFM will work with agencies to import the data.
Debt Service Payment	Required if there is debt service.
Space	Workspace data is required. User data is imported from HRMS on a monthly basis.

3.1.2 Leased facilities

FPMT Table	Requirements and Comments
Leased Facility	The Six-Year Facilities Plan field value must be “Yes.”
Lease Contract	One-time cost fields are required.
Lease Payment	Amortized Tenant Improvement annual cost, if applicable, is required and should be entered as a lease payment.
Space	Workspace data is required. User data is imported from HRMS on a monthly basis.

3.1.3 Receivable facilities

FPMT Table	Requirements and Comments
Receivable Facility	The Six-Year Facilities Plan field value must be “Yes.”
Receivable Contract	One-time cost fields are required.
Space	The tenant agency is required to report workspace data. User data is imported from HRMS on a monthly basis.

4. Agency desired six-year facilities plan
 - 4.1 Agencies are required to submit a plan that details their space requirements and any desired projects, such as acquiring new space, downsizing or consolidating during the six-year time period. A rationale is required for all actions, including those with no project.
 - 4.2 All projects require documentation detailing the agency’s business need and project scope.
 - 4.2.1 All projects requested in the Six-Year Facilities Plan must have a completed [Project Request Form](#).

DEFINITIONS

Term	Definition
Agency Desired Plan	Defines an agency’s intention for each in-scope facility during the time period covered by the Six-Year Facilities Plan. In addition to any projects, agencies indicate which in-scope facilities will have no action (e.g., an owned facility or a long-term lease) or a lease renewal with no change in square footage.
Baseline Data	<p>Inventory data serves as the baseline for the Six-Year Facilities Plan. The following subset of inventory data only applies to facilities that are in scope for the Six-Year Facilities Plan:</p> <ul style="list-style-type: none"> • Debt service (owned facilities) • One-time costs (leased and receivable facilities) • Amortized Tenant Improvement annual cost (leased facilities) • Workstation data (owned and leased facilities)
Facility	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.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state’s facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Import	The means by which users transfer data into a technology solution.
Project Request Form	Defines the business need and requirements for an agency’s proposed project in the Six-Year Facilities Plan. Agencies must specify the location, size and cost of the project as well as alternatives considered.
Six-Year Facilities Plan	A biennial report to the Legislature that identifies the long-term facilities needs of state government.