



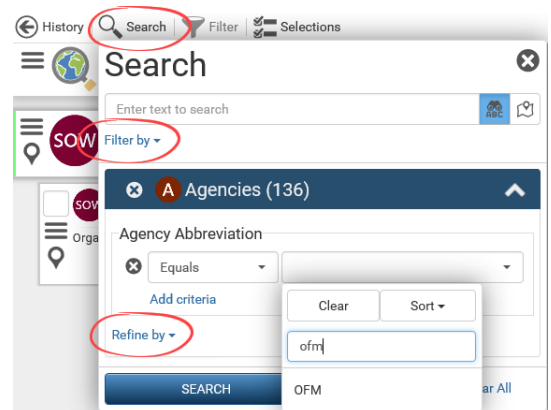
Agency Desired Plan

As part of the biennial Six-Year Facilities Plan process, agencies must download their Agency Desired Six Year Facilities Plan Report (ADP), which lists the agency's in-scope facilities for the Six-Year Facilities Plan, and indicate their planned action (e.g., renew, expand, relocate, no action etc.) for each facility.

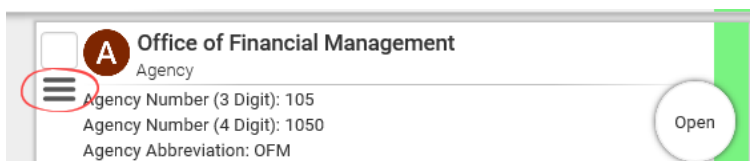
- ✓ The Agency Desired Six Year Facilities Plan Report is accessed from the agency tile in FPMT.
- ✓ When you run the report, you will be prompted for the fiscal year. Enter 2020.
- ✓ Download and save the report in Excel format. FPMT will give you the option of Excel or PDF.
- ✓ A draft ADP is due to OFM via ofmfacilitiesoversig@ofm.wa.gov by **May 1, 2020**. If your agency has no planned projects for the 2021-27 Six-Year Facilities Plan, the draft report will serve as the final, and you do not need to submit another version.
- ✓ For agencies that are planning projects for the 2021-27 Six-Year Facilities Plan, a [Project Request Form](#) is required for each project. Draft Project Request Forms are due to OFM via ofmfacilitiesoversig@ofm.wa.gov by **July 1, 2020**.
- ✓ The final ADP report and associated Project Request Forms are due to OFM via ofmfacilitiesoversig@ofm.wa.gov by **September 1, 2020**.
- ✓ Agency leadership must approve the ADP before submittal to OFM.
- ✓ For questions about the ADP report and Project Request Form, please contact your [Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.

Step 1: Navigate to your agency tile

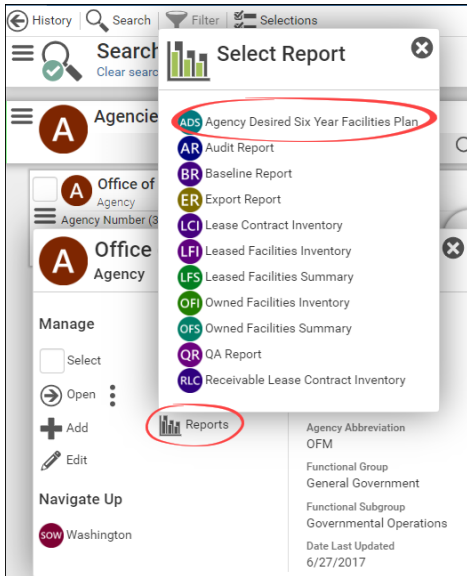
- A. Click the  Search button
- B. Click **Filter by** and choose **Agencies**
- C. Click **Refine by** and choose **Agency Abbreviation**
Note: These are SAAM abbreviations
- D. Choose your agency from the list. You can filter the list by typing the abbreviation in the text box
- E. Click the  button



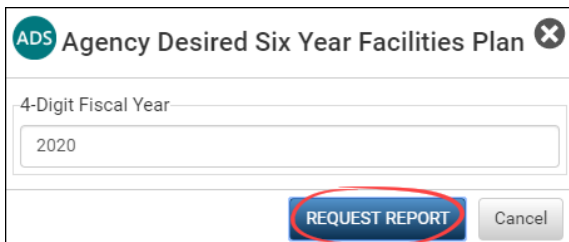
Step 2: Click the menu button on the agency tile



Step 3: Click  Reports and select Agency Desired Six Year Facilities Plan



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



Step 5: Click  Download Excel Report

Step 6: Complete the Planned Actions section of the Excel spreadsheet for each facility

Action Types: Cancel, Close, Demolish, Dispose, Downsize, Expand, Major Reconfiguration, New Space, No Action, Relocate, Renew, Renew and Downsize, Renew and Expand

2021-27 Six Year Facilities Plan															
Agency Desired Six-Year Facilities Plan															
Agency Name:		Office of Financial Management													
Location Data															
Record Number	UFI	Primary Address	Secondary Address	City	Lease # or Receivable Lease #	Ownership Type	Property Class	Tenant Occupied SF	Total # of Users	Planned Actions					Notes
										Action Type	Date Of Action For Project	Projected SF For Project	Projected Users For Project		
A00386		1110 Capitol Way S		Olympia	PMO 17-0046	Owned	Office	699	3						
A01121		6000 Linderson Way SW	BLDG 0034BG01	Tumwater	A01121 OFM	Leased	Support	776	3						
A01316		128 10th Ave SW		Olympia	SRL 14-0121	Leased	Office	28,721	64						
A01648		444 N Capitol St NW		Olympia	WO 310681.2	Leased	Office	483	2						
A06586		302 Sid Snyder Ave SW		Olympia	CCOA 17-0042	Owned	Office	41,707	110						
A10527		925 Plum St SE		Olympia	SSL 10-0043	Leased	Office	2,000	10						
A25478		106 11th Ave SW		Olympia	PMO 17-0047	Owned	Office	24,879	82						



Step 7: Complete a [Project Request Form](#) for each planned project (if applicable)*

→ Enter data into gray fields. Formulas will automatically populate white fields.

Agencies should do the following when completing the form:

- Review HRMS data along with current workspace usage
- Gather current lease and operating expenses, if applicable
- Refer to the most current OFM market rates for projected annual costs. Q1 2020 market rates will be available on the Facilities SharePoint site by May 15.
- Identify the funding sources for ongoing and one-time costs

2021-2027 Six-Year Facilities Plan Agency Project Request Form					
Agency Name	<input style="width: 95%;" type="text"/>	Agency Number	<input style="width: 95%;" type="text"/>		
Contact Person	<input style="width: 95%;" type="text"/>				
Contact Email	<input style="width: 95%;" type="text"/>				
Contact Phone	<input style="width: 95%;" type="text"/>				
Section One: Project Information					
This proposed project is planned to be completed no later than (select fiscal year below with an X).					
6/30/2020	<input type="checkbox"/>	6/30/2021	<input type="checkbox"/>	6/30/2022	<input type="checkbox"/>
6/30/2024	<input type="checkbox"/>	6/30/2025	<input type="checkbox"/>	6/30/2026	<input type="checkbox"/>
6/30/2027 <input checked="" type="checkbox"/>					
Project Title	<input style="width: 95%;" type="text"/>				
Requested City/County	<input style="width: 95%;" type="text"/>				
Six Year Plan Project Type	PROJECT: EXPAND				
Primary Space Type	130 - Dept. Classroom	Secondary Space Type	130 - Dept. Classroom		
Requested Occupancy Date	<input style="width: 20%;" type="text"/>	Requested Lease Term (Years)	<input style="width: 20%;" type="text"/>		
Current Site Information					
UFI Number	<input style="width: 20%;" type="text"/>	Square Feet	<input style="width: 20%;" type="text"/>	City	<input style="width: 30%;" type="text"/>
UFI Number	<input style="width: 20%;" type="text"/>	Square Feet	<input style="width: 20%;" type="text"/>	City	<input style="width: 30%;" type="text"/>
UFI Number	<input style="width: 20%;" type="text"/>	Square Feet	<input style="width: 20%;" type="text"/>	City	<input style="width: 30%;" type="text"/>
Total Square Feet	<input style="width: 95%;" type="text" value="0"/>				
Section Two: Project Business Case and Alternatives					
Describe the circumstances that created the need for this facilities project in 250 words or less.					

***Draft Project Request Forms are due July 1; final Project Request Forms are due September 1**