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 plan, and indicate their planned action for each location.

✓ 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 2022**.

✓ Download and save the report in Excel format. FPMT will give you the option of Excel or PDF.

✓ ADP reports are submited via email at ofmfacilitiesoversig@ofm.wa.gov.

✓ Agency directors must approve and submit the final ADP and Project Request/MPD Form(s).

✓ For questions about the ADP report, please contact your Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

Contents

Overview

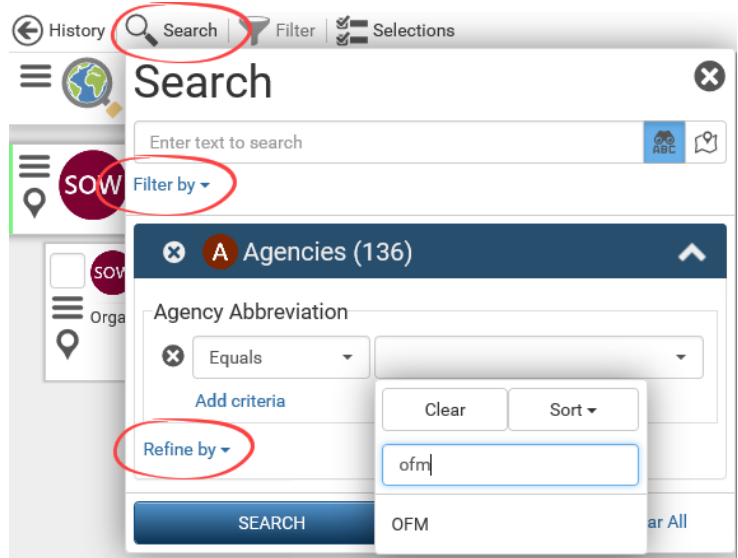|	
What is the Agency Desired Plan (ADP)?	• The Agency Desired Plan (ADP) is an FPMT report that allows agencies to indicate their planned action for each in-scope facility in the Six-Year Facilities Plan.
What system role is required to run the ADP?	• All roles can access the ADP report.
Who is required to submit an ADP?	• Agencies that participate in the Six-Year Facilities Plan are required to submit an ADP. • Agency directors must approve and submit final ADP and Project Request/MPD Forms. Directors may approve the plan via the body of their email or attach an approval memo.
Where do I run the ADP?	• The ADP is accessed from the agency tile in FPMT.

When do I run the ADP?	• APDs are run as part of the Six-Year Facilities Plan process.
	    ○ Draft ADP is due May 1.
	    ○ Final ADP is due September 1.
	
	• If an agency has no planned projects, there is no need to submit a second report in September.

Where can I find action type definitions?	• [Definitions](#) are available in this job aid.
When are Project Request/MPD forms required?	• A [Project Request/MPD Form](#) is required for all projects in the Six-Year Facilities Plan (i.e., all action types except No Action or Renew). • Refer to the [Project Request/MPD Form Instructions](#) for field-specific guidance. • A [life cycle cost analysis](#) is required for all projects over 20,000 SF.
How do I submit my agency's ADP?	• Run the ADP in FPMT, download the report in Excel format and manually populate the planned actions section for each in-scope facility. • Email reports, and any associated Project Request/MPD Forms, to OFM via ofmfacilitiesoversig@ofm.wa.gov. • Agency directors must approve and submit final ADP and Project Request/MPD Forms.

Run the ADP Report

1. **Open** the Data Explorer module.
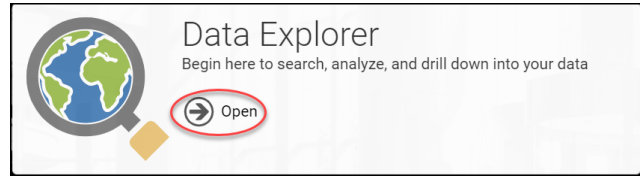
2. **Select** the 🔍 Search button on the data explorer tool bar.
3. **Select** Filter by ▾ and choose **Agencies**.
4. **Select** Refine by ▾ and **choose Agency Abbreviation**.
5. **Select** your agency from the list
   ➔These are SAAM abbreviations.
   ➔You can filter the list by typing in the box.
6. **Select** SEARCH

7. **Select** the ≡ menu button on the agency tile.
8. **Select** 📊 Reports

9. **Select** Agency Desired Six Year Facilities Plan

10. **Enter** 2022 as the 4-Digit Fiscal Year
11. **Select** Request Report

12. **Select** Download Excel Report

Manually Populate Planned Actions

1. **Manually populate** the Planned Actions section of the report for each in-scope facility.

   ➔Action type definitions are below.

   ➔All action types except No Action and Renew require a [Project Request/MPD Form](#).

Planned Actions				
Action Type	Date Of Action For Project	Projected SF For Project	Projected Users For Project	Notes

Action Type Definitions

Action Type	Definition
No Action	No planned change for an owned facility or a long-term lease that will not end during the six-year planning cycle.
Renew	Renewing in place with no planned project.
Cancel	To execute a cancellation clause.
Close	To shut down all operations at that location.
Demolish	This project type is specific to state-owned facilities and is used when a building will be destroyed and removed from the state's inventory.
Major Reconfiguration	When more than 50% of a facility is being renovated or a major building system is being upgraded (e.g., HVAC).
New Space	A new space that is not currently part of an agency's facilities inventory. This project type does not involve moving staff from an existing location. *Example*: DSHS needs to acquire space for a new program.
Relocate – Downsize	Lease projects where agencies are decreasing their footprint and moving to a new location.
Relocate – Expand	Lease projects where agencies are increasing their overall footprint and relocating to a new location.
Renew and Downsize	Lease projects where agencies are requesting to decrease their footprint in an existing facility.
Renew and Expand	Lease projects where agencies are requesting to increase their footprint in an existing facility. *Example*: If an agency leases suite 101 and also wants to lease suite 201 in the same facility, that would be considered an expansion. Renew and Expand is not limited to contiguous space.
Renew and Major Reconfiguration	A project where an agency is renewing a lease and plans to renovate 50% or more of a facility or plans to complete an upgrade to a major building system (e.g., HVAC).
Sell	This project type is specific to state-owned facilities and is used when an agency plans to sell a state asset, removing it from the state's inventory.
Transfer	A facility is transferred to another state agency, where the receiving agency is responsible for operating and facility costs.

Agency Desired Plan - Facility
Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

March 4, 2022

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Submit ADP Report

1. **Save and email** your report to OFM via ofmfacilitiesoversig@ofm.wa.gov.

   ➔Draft ADP due May 1.
   ➔Final ADP due September 1.

Project Request/MPD Forms

1. **Complete** a Project Request/MPD Form for all action types except No Action and Renew.

2. **Refer** to Project Request/MPD Form Instructions for field-specific guidance.

   ➔Draft forms due July 1.

   ➔Final forms due September 1.

   ➔A life cycle cost analysis is required for projects over 20,000 SF.

   ➔Final ADP and Project Request/MPD form(s) must be submitted by the agency director.