OFM

Facilities Oversight & Planning

2022 Facilities Inventory & 2023-29 Six-Year Facilities Plan

Combined Instructions

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INTRODUCTION

State facilities are undergoing a transformation as agencies reassess their physical space needs, implement hybrid work environments, and adopt expanded telework opportunities on a permanent basis. The COVID-19 pandemic has taught us a great deal about what is possible in state government operations, and we have an incredible opportunity to increase efficiency and accountability across the enterprise as we consider agencies' long-term needs.

The 2022 Facilities Inventory and 2023-29 Six-Year Facilities Plan will provide the Office of Financial Management (OFM), the Governor's Office and the Legislature critical data on the current state of Washington's facilities portfolio as well as anticipated needs over the next three biennia. This data will be used for:

- <u>2021 operating budget proviso</u> (Section 131(7), Chapter 334, Laws of 2021) deliverables that will identify opportunities to reduce leased space.
- The 2023-25 budget development process, with a focus on efficiency and collocation.

INVENTORY & SIX-YEAR FACILITIES PLAN OVERVIEW

Annual Facilities Inventory

Since 1997, <u>RCW 43.82.150</u> 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 <u>do not</u> include roads, bridges, parking areas, utility systems and other similar improvements to real property.

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

Biennial Six-Year Facilities Plan

<u>RCW 43.82.055</u> directs OFM to work with state agencies to develop a biennial Six-Year Facilities Plan outlining the long-term facility needs of state government to ensure cost-effective planning and the efficient use of space. The Six-Year Facilities Plan gives agencies the opportunity to articulate anticipated needs and desired actions, ranging from relocation and expansion projects to downsizing and collocation with another agency.

Development of the Six-Year Facilities Plan is a <u>two-stage process</u>: baseline data collection in FPMT and <u>Agency Desired Plan</u> (ADP) submittal outside of the system. Inventory data, along with additional data points such as operating costs and workstation and occupancy counts, serve as the baseline. The ADP defines an agency's desired action, ranging from no action or renewal to relocation, expansion or major configuration, for each in-scope facility for the time period covered by the plan. All planned projects require a <u>Project Request/MPD Form</u>, which outlines business need as well as location, size and cost of the project.

SIX-YEAR FACILITIES PLAN IN-SCOPE CRITERIA

The Six-Year Facilities Plan represents a subset of the overall statewide inventory. The following space types for both owned and leased facilities are in scope for the 2023-29 Six-Year Facilities Plan. A portion of the 700 series support spaces are back in scope for this cycle.

Space Type	Space Type Number
Training Room	120
Departmental Classroom	130
Laboratory – General	210
Laboratory	270
Office – General	310
Office – Administrative	311
Office – Services	312
Office – Project	313
Conference Room	350
Storage, Warehouse and Information	700 Series
Technology Support Spaces	

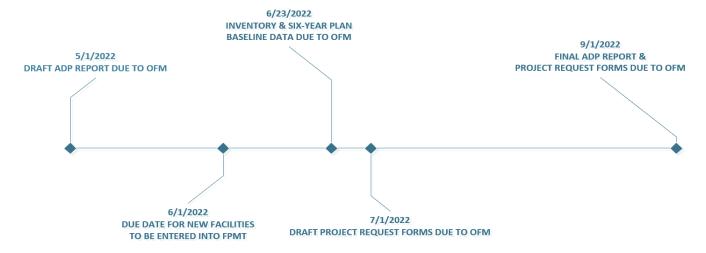
Out-of-Scope Facilities

The following facility types are out of scope for the 2023-29 Six-Year Facilities Plan:

- All higher education
- School for the Blind and School for the Deaf
- State park facilities
- Owned DNR trust assets
- Fish hatcheries and wildlife areas
- Washington state commodity commissions
- Owned historical societies
- Owned military facilities
- Owned residential police and fire training facilities (WSP and CJT)
- Radio communications sites
- Facilities that are part of the transportation system such as weigh stations, ferry terminals, toll booths, tunnel/bridge workspaces, etc.
- Residential detention facilities (adult and youth)
- Residential mental health facilities and inpatient evaluation treatment centers
- Public restrooms

OFM has validated each agency's in-scope facilities in FPMT. To see a list of your agency's in-scope facilities, run the <u>Agency Desired Six Year Facilities Plan Report</u>.

Refer to the timeline below for a high-level overview of key reporting due dates.



FPMT DATA REQUIREMENTS, SUBMISSION PROCESS AND DUE DATES

Overview

Agencies report inventory and Six-Year Facilities Plan baseline data in FPMT concurrently. This cycle includes new data requirements, which are needed to better define current space utilization across the enterprise and where we can leverage opportunities for efficiency. OFM has updated its statewide policies to reflect these new requirements.

In order to meet statutory reporting requirements, data must be current as of June 30, 2022, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Please refer to the <u>FPMT Combined Data Requirements Checklist</u> for a detailed overview of required system updates along with step-by-step instructions.

Data Requirement Highlights

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.
- 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 an agency that owns a building or is the holder of the master lease and a tenant. The tenant could be another state agency or a non-governmental entity such as a nonprofit. The master lease holder/owning agency is responsible for entering most receivable lease data into FPMT. The tenant agency is responsible for reporting its workstation and occupancy counts.

Facilities that are in scope for the Six-Year Facilities Plan have data requirements in addition to inventory data, including:

- Operating costs (owned and leased facilities)
- Debt service, if applicable (owned facilities)
- Amortized tenant improvement costs
- Workstation and occupancy data** (owned, leased & receivable facilities)

Note: Please designate any <u>unassigned</u> workspace (e.g., office, cubicle, bench etc.) that could be used for hoteling as a touchdown space.

FPMT Roles and Permissions

Last October, FPMT functionality was expanded to meet new GASB <u>requirements</u>. The system enhancement included changes to user roles and permissions, which will impact FPMT reporting processes, including access to business process wizards.

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

FPMT Wizards

Business process wizards are available in FPMT for common tasks, including renewing leases, deactivating facilities, and creating new owned, leased and receivable facilities.

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. Agencies should use wizards for all processes where they are available. Additionally, agencies should <u>not overwrite</u> existing data in FPMT. The database is designed to store historical data for trend reporting.

Due to updated role permissions, access to the wizards has changed. 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 now two-step processes.

Existing FPMT Wizards	Role Assignment	
Create Owned Facility	Facilities	
Create Leased Facility+	Facilities	
Create Receivable Lease →	Facilities	→ First step in two-step process
Deactivate Owned Facility	Facilities	Second step in two-step process
Lease Renewal	Accounting	second step in two-step process
Receivable Lease Renewal	Accounting	
Deactivate Leased Facility	Accounting	
Deactivate Receivable Leased Facility	Accounting	
New FPMT Wizards	Role Assignment	
Lease Review +++	Accounting	
Receivable Lease Review ++	Accounting	

^{**}Workstation and occupancy data will become an inventory requirement in the 2023 reporting cycle.

Data Validation

Agencies are expected to validate their inventory and Six-Year Facilities Plan baseline data, and are required to run and review the system-generated QA reports to check for, and correct, missing and/or invalid data.

FPMT now has two QA reports – Facilities QA Report and Lease Contract QA Report. The Facilities QA Report is focused on square footage errors, and the Lease Contract QA Report includes financial data errors as well as errors related to the new GASB functionality. Please refer to OFM's data validation instructions, also included as Appendix A, for specific guidance on how to validate your data.

The QA reports flag the most common types of data errors, but they are not exhaustive. If OFM finds a more complex errors, staff will contact you for additional correction steps.

FPMT Data Submission Process

After data is validated, each agency will notify OFM via FPMT that their data is complete. This functionality is new for this reporting cycle. Refer to the <u>FPMT Data Submission</u> job aid, also included as Appendix B, for step-by-step instructions.

If your agency has entered new facilities into FPMT, do not submit your data until you have received notification that they have been approved by OFM.

To view your agency's inventory and baseline data reports, refer to the <u>Reports Quick Overview</u> job aid, which includes a list of available reports, definitions and instructions. Applicable reports are accessed via the agency tile in FPMT.

FPMT Due Dates

All inventory and baseline data is due to OFM by Thursday, June 23, 2022.

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

OFM facilities analysts will be in regular communication with agency contacts for quarterly check-ins. OFM will also send reminder emails ahead of defined due dates and will confirm receipt when agencies submit their data. Agencies will be notified if data has been accepted or if correction steps are required.

On June 24, agency leadership will be notified of all missing datasets.

AGENCY DESIRED PLAN (ADP) AND DUE DATES

The ADP defines an agency's desired action for each in-scope facility for the time period covered by the Six-Year Facilities Plan. Agencies will download their Agency Desired Six Year Facilities Plan Report from FPMT and manually populate the Planned Actions section for each facility, including: action type, date of action, projected square feet and projected users.

The following action types are available in the 2023-29 Six-Year Facilities Plan:

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.

Refer to the Agency Desired Plan job aid, also included as Appendix C, for more detailed instructions.

All action types except No Action and Renew require a <u>Project Request/MPD Form</u>, which outlines business need as well as location, size and cost of the project. Agencies must also describe at least one alternative considered, such as doing nothing or renewing and expanding instead of relocating. Refer to the <u>Project Request/MPD Form Instructions</u>, also included as Appendix D, for field-specific guidance.

ADP Submittal Process and Due Dates

ADP reports and Project Request/MPD Forms are submitted to OFM via email at ofmfacilitiesoversig@ofm.wa.gov. Please refer to the due dates below.

The final ADP and Project Request/MPD Form(s) must be approved and submitted by the agency director or designee no later than **September 1**. If an agency has no planned projects, the draft ADP will serve as the final as long as it is submitted by the agency director.

Directors may indicate their approval via the body of their email.

Draft ADP Report	May 1
Draft Project Request/MPD Forms	July 1
Final ADP and Project Request/MPD Forms	September 1

CONTACT INFORMATION

For questions about the Statewide Facilities Inventory or Six-Year Facilities Plan processes, please contact your OFM Facilities Analyst 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.



This job aid provides step-by-step instructions for running and reviewing FPMT's two QA Reports, which capture the most common type of data errors. The Facilities QA Report is associated with square footage errors, and the Lease Contract QA Report captures errors associated with financial data as well as other flags related to GASB functionality. Agencies should run both reports to validate their data.

FPMT has updated roles and permissions, which determine which data and functionality a user can access. All users can access both QA reports; however, to correct errors users must have the following roles:

- Facilities QA Report errors: Must be corrected by a user with the Facilities role and edit rights.
- Lease Contract QA Report errors: Must be corrected by a user with the Accounting role and edit rights.

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Overview

Which FPMT user roles can access the QA Reports?	 All user roles, including read-only, can access both the Facilities QA and Lease Contract QA Report.
	 Users must have the Facilities user role and edit rights to correct any errors that appear in the Facilities QA Report.
	 Users must have the Accounting user role and edit rights to correct any errors that appear in the Lease Contract QA Report.
Where do I access the QA Reports?	 Both QA reports are accessed from the agency tile. Select the menu button, Reports, and either Facilities QA Report or Lease Contract QA Report.
	 The report will open in a separate window, and you will have the option of downloading the report in Excel or PDF format.
When should I run the QA Reports?	 The QA Reports can be reviewed at any time to check for errors and may be used to identify contracts that have expired or will expire in the next 90 days.
	 Agencies are required to validate their data and correct any errors prior to submitting their annual inventory data to OFM.
	 If you have entered new owned or leased facilities, wait to run the QA Reports until after you have received notification that the new facilities have been approved by OFM.
How do I know if I have errors in the QA Reports?	 For the Facilities QA Report, the goal is to have a "clean" QA, which will not have any content. All Excel tabs will be empty.
	 The Lease Contract QA report includes some flags that are not errors, but rather provide awareness for the user. For example, the report includes contracts that will expire in the next 90 days.
	 Errors/flags are grouped in tabs by category.
	 Make sure to check each Excel tab to see if there are any errors/flags.
What types of errors are included in the QA Reports?	 The Facilities QA Report captures common types of errors related to square footage.
	 The Lease Contract QA Report includes common errors related to financial data as well as GASB-specific flags.
	 Agencies should check both reports prior to submitting their annual inventory data to OFM.
How do I fix the errors listed in the QA Reports?	 Refer to the <u>QA Report – Correction Steps</u> job aid for instructions on how to fix errors in both QA reports. This job aid does not include the report flags specific to GASB.
	The Lease Contract QA Report errors are on the second tab.
How do I know if the	 Rerun the QA Reports after making corrections.
correction steps worked?	 If you have correctly followed the data validation instructions, the Facilities QA Report will be "clean" and the Lease Contract QA report will no longer include the specific errors/flags you have addressed.



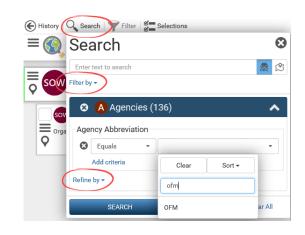
Run the Facilities QA Report

Navigate to the agency tile and run the Facilities QA Report.

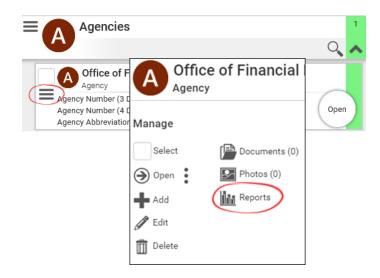
1. Open the Data Explorer module.



Select the O search button on the data explorer tool bar.
 Select Filter by ▼ and choose Agencies.
 Select Refine by ▼ and choose Agency Abbreviation.
 → These are SAAM acronyms.
 Enter the abbreviation.
 → You can type in the text box to filter the list.
 Select SEARCH



7. Select the menu button on the agency tile.8. Select Reports





- 9. Select Facilities QA Report.
 - →The report will open in a new window.

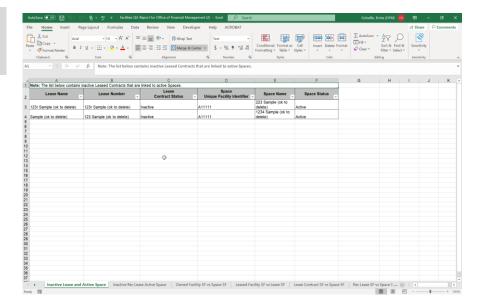


- 10. Select Download Excel Report
 - →In Chrome, the Excel file will appear at the bottom left of your screen.

●Download Excel Report

Correct Square Footage Errors

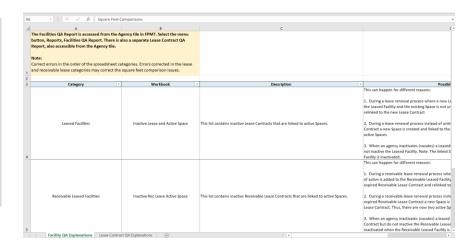
1. Review all six tabs for errors.





QA Reports - Facilities Facilities Portfolio Management Tool (FPMT)

- 2. If errors are present, follow the instructions in the QA Report Correction Steps job aid.
 - → In the Workbook column, you will find error types that correspond to each of the tab names in the Facilities QA Report, along with a description of the error, causes and correction steps.



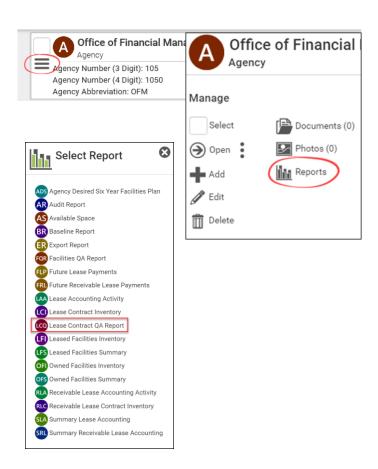
3. Rerun the Facilities QA Report until it is "clean."

Run the Lease Contract QA Report

- **1.** Select the menu button on the agency tile.
- 2. Select Reports

- 3. Select Lease Contract QA Report.
 - →The report will open in a new window.

- 4. Select Download Excel Report
 - →In Chrome, the Excel file will appear at the bottom left of your screen.

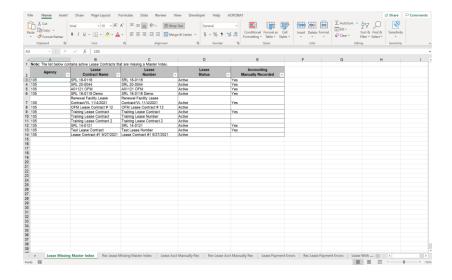


Download Excel Report

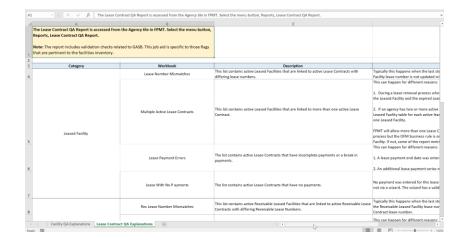


Correct Financial Data Errors

- **1.** Review the report tabs for errors.
 - → A handful of tabs, including the first four tabs and the hold payments tabs, are related to GASB functionality. Those issues are not addressed in the Corrections Steps job aid.



- 2. If errors are present, follow the instructions in the QA Report Correction Steps job aid.
 - →The correction steps for the Lease Contract QA Report errors are on the second tab.



3. Rerun the Lease Contract QA Report the ensure the errors were fixed.



Overview

FPMT includes new functionality that will allow agencies to notify OFM via the system that their data is complete. Agencies will no longer need to email inventory and Six-Year Facilities Plan baseline data reports to OFM.

- ✓ All FPMT data is due to OFM by June 23, 2022.
- ✓ New facilities must be entered into FPMT by June 1, 2022.
- ✓ Do not submit your data until new facilities have been approved by OFM.
- ✓ If you need to create a new FPMT account, please refer to the Request New User Account job aid.
- ✓ For instructions on how to reset your password, please refer to the Reset or Change Password job aid.
- ✓ For help with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.
- ✓ For questions about the Facilities Inventory or Six-Year Facilities Plan processes, please contact OFM Facilities Oversight and Planning via ofmfacilitiesoversig@ofm.wa.gov.

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Navigate to the Agency Notification Tile

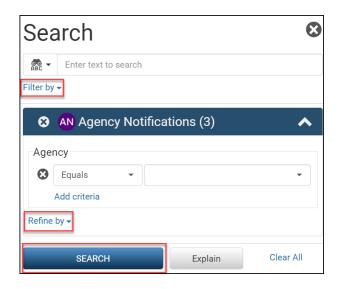
1. Open the Data Explorer module.



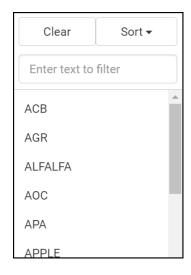
2. Select the Q search button on the data explorer tool bar.



- Select Filter by ▼ and choose
 Agency Notification.
- Select Refine by ▼ and choose Agency.



- Select your agency acronym from the list→You can filter the list by typing in the box.
 - →These are SAAM acronyms.
- 6. Select SEARCH





Submit Your Data

- **1.** Select the menu button on the Agency Notification tile.
- 2. Select / Edit
- → You may submit your inventory and baseline data at the same time or separately.



- 3. Populate fields as applicable.
 - → Fields are defaulted to No.
 - Inventory Data Complete
 - → Update the field to Yes if you are ready to submit your inventory data to OFM.
 - Baseline Data Complete
 - →Update the field to Yes if you are ready to submit your baseline data to OFM.
 - Fiscal Year (pre-populated)
 - → Do not change this field.





Fiscal Year
2022

4. Select SAVE AND CLOSE

- →When you change a field to Yes and save the record, the system will send an email to OFM and the user.
- →When OFM approves or denies your data, you will receive an email from the system.
- →If OFM denies your data due to errors, you will receive additional information with needed correction steps.





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 <u>ofmfacilitiesoversig@ofm.wa.gov</u>.
- ✓ Agency directors must approve and submit the final ADP and Project Request/MPD Form(s).
- ✓ For questions about the ADP report, please contact your <u>Facilities Analyst</u> or send an email to <u>ofmfacilitiesoversig@ofm.wa.gov</u>.

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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 <u>Project Request/MPD Form</u> is required for all projects in the Six-Year Facilities Plan (i.e., all action types except No Action or Renew). Refer to the <u>Project Request/MPD Form Instructions</u> for field-specific guidance. A <u>life cycle cost analysis</u> 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.

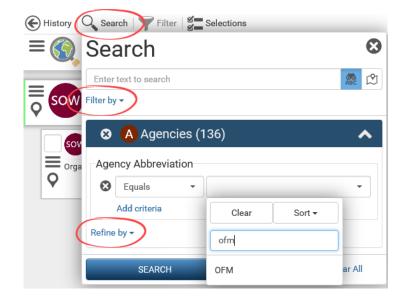


Run the ADP Report

1. Open the Data Explorer module.



- 2. Select the Q Search button on the data explorer tool bar. 3. Select Filter by ▼ and choose Agencies. 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.









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.





Download Excel Report

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.
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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).
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Transfer	A facility is transferred to another state agency, where the receiving agency is responsible for operating and facility costs.

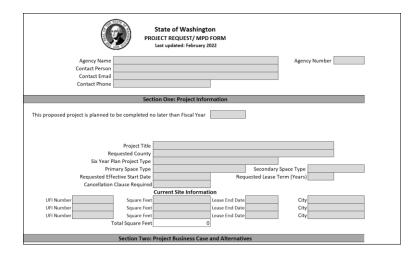


Submit ADP Report

- **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 <u>Project Request/MPD Form</u> <u>Instructions</u> for field-specific guidance.
 - → Draft forms due July 1.
 - → Final forms due September 1.
 - →A <u>life cycle cost analysis</u> is required for projects over 20,000 SF.
 - → Final ADP and Project Request/MPD form(s) must be submitted by the agency director.





Project Request/MPD Form

Agency Instructions

Office of Financial Management March 2022

Project Request/MPD Form Overview

The Office of Financial Management (OFM) is required to establish and maintain a process for the approval of new space (RCW 43.82.035), as well as to submit a biennial Six-Year Facilities Plan to the Legislature to identify the long-term facility needs of state government (RCW 43.82.055).

OFM has aligned its space approval processes and consolidated its project request forms to improve efficiency. This form replaces previous versions of project request forms and Modified Pre-Design (MPD) forms and is used for all Six-Year Facilities Plan project requests as well as requests to acquire, expand or relocate a state facility when the project is not included in the current Six-Year Facilities Plan.

Form Submittal Process

Projects in the Six-Year Facilities Plan

Project Request/MPD Forms are submitted as part of the Six-Year Facilities Plan cycle in even years.

- 1. This form is required for all planned projects in the Six-Year Facilities Plan. Submit forms to OFM via ofmfacilitiesoversig@ofm.wa.gov, with a copy to your assigned OFM facilities analyst.
- 2. A <u>life cycle cost analysis</u> must be submitted with the Project Request/MPD Form for any projects over 20,000 SF.

Note: Projects with a lease term greater than 10 years will also require a life cycle cost analysis at the time of OFM lease approval.

- 3. When an agency is ready to move forward with approved projects in the Six-Year Facilities Plan, an email request is sent to OFM via ofmfacilitiesoversig@ofm.wa.gov certifying that funds are available:
 - If no changes have occurred, no additional project forms are required.
 - If changes have occurred, a Change of Conditions Form is required.

Projects Submitted Outside of the Six-Year Facilities Plan

Project Request/MPD Form is submitted for a project that is not in the current Six-Year Facilities Plan, outside of the six-year planning cycle.

- This form is submitted to OFM via <u>ofmfacilitiesoversig@ofm.wa.gov</u>, with a copy to your <u>assigned</u> <u>OFM facilities analyst</u>, for a request to acquire, expand or relocate a state facility through lease or purchase.
- 2. A <u>life cycle cost analysis</u> must be submitted with the Project Request/MPD Form for any projects over 20,000 SF.

Note: Projects with a lease term greater than 10 years will also require a life cycle cost analysis at the time of OFM lease approval.

Field-Specific Instructions

CONTACT INFORMATION

Field	Description	
Agency Name	Agency's SAAM name	
Agency Number	Agency's SAAM number	
Contact Person	Primary point of contact for project	
Contact Email	Contact's email address	
Contact Phone	Contact's phone number	

SECTION ONE: PROJECT INFORMATION

Field	Description
Completion Date	Select the fiscal year in which the project will be completed.
Project Title	SAAM Agency Abbreviation-Proposed Location-Project Type-Fiscal Year
	Example : DCYF-Lewis County-Relocate and Expand-FY24
Requested County	The county where the planned project is located.
	Note : Agencies can provide additional details to DES on desired city when completing the project charter.
Project Type	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.

Primary Space Type

Space type that accounts for at least 60% of the total square footage.

Classroom (110): A room or space used primarily for instructional classes that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space. To be used by a degree-granting educational program.

Training Room (120): A space serving an office and used primarily for staff and public training activities and is not tied to a degree-granting educational program.

Laboratory (270): A space used for laboratory experimentation, research or testing.

Office General (310): A space housing staff, community volunteers, contractors, or partners working at one or more desks, tables or workstations.

Office Services (312): An office space primarily dedicated to the direct delivery of services (e.g., community service office).

Conference Room (350): A space serving an office complex that is used primarily for staff meetings and public activities.

Library (420): A space used to house arranged collections of educational materials for use as a study resource.

Hearing Room (502): A hearing room is a facility characterized by specific space configuration or special purpose equipment that limits the use of the space to hearing activities or closely related activities.

Other (590): Only to be used for those spaces or facilities that cannot be described with other codes and definitions.

Food Facility (630): A space used for eating, including dining halls, cafeterias, snack bars, restaurants and similar eating areas.

IT Communication (710): A space used as a data or telecommunications center with applications that are broad enough to serve the overall administrative needs of a central group of users, department or agency.

Shop (720): A space used for the manufacture, repair or maintenance of products and equipment.

Storage (730): A space or building that is used to store equipment or materials.

Vehicle Storage (740): A structure that is used to house or store vehicles.

Health Care (800): All patient care areas that are located in separately organized and budgeted health care facilities.

	Residential (900): Facilities that provide housing for staff, patients, inmates and visitors.
Secondary Space Type	Secondary space type if applicable, otherwise N/A.
Effective Start Date	The requested lease start date or occupancy date if in an owned facility.
Requested Lease Term	The lease term in years. Note: A lease term greater than 10 years requires a life cycle cost analysis at the time of OFM lease approval.
Cancellation Clause	Insert an X if a cancellation clause is required. Note: If a cancellation clause is required for this project, expect a higher cost for rent.
Current Site Information	Complete this section for all projects involving an existing facility. The facility's unique facility identifier (UFI) can be found in the <u>Facilities Portfolio</u> <u>Management Tool</u> (FPMT).

SECTION TWO: PROJECT BUSINESS CASE AND ALTERNATIVES

Field	Description
Business Case	Please provide bulleted answers for each of the five business case questions in this section.
Alternatives Considered	Describe all alternatives considered. Be prepared to speak with your facilities analyst about these alternative options.
Executive Order 16-07	Explain how your agency is utilizing telework, technology and a hybrid work environment to meet the objectives laid out in Executive Order 16-07 .

SECTION THREE: SPACE ALLOCATION

This section includes formulas that will calculate total allocated square footage and total square footage per user. Enter your data in the gray fields.

Note: If the total space allocation is over 20,000 SF, a life cycle cost analysis must be completed.

Field	Description
Resident Users	Enter the number of resident users (in office at least 60% of the pay period).
Externally Mobile Users	Enter the number of externally mobile users (in office less than 60% of the pay period).
Program Specific Spaces	Enter spaces that are unique to your agency's business needs and would not easily fit into the definition of workspaces or common spaces (e.g., interview rooms, training rooms, evidence storage, and service delivery lobby). Note: Be sure to include the type of space and the quantity needed in the description field (e.g., interview room X 3).
Site Requirements	Enter any program-specific site requirements you have, including but not limited to: EV charging stations, parking, any secure site requirements. This section is used by DES when searching for new facility sites.

SECTION FOUR: SPACE UTILIZATION

OFM will use this data to calculate utilization ratio, and DES will refer to this section when preparing a Request for Proposal.

Field	Description
Workspace Types	Enter the number of planned offices, cubicles and touchdown spaces.
Common Shared Space	Enter the number of planned common shared spaces.
Types	

SECTION FIVE: PROJECT ONGOING AND ONE-TIME COSTS

This section includes formulas that will calculate total cost and cost per square foot. Enter your data in the gray fields.

Note: Current ongoing costs should be based on actual expenditures from the previous fiscal year.

Field	Description
Rent and/or Debt Service	Enter total annual rent or debt service cost.
Operating Expenses	If you have a full-service lease, there is no need to break out and report operating costs separately. If other operating costs are left blank, OFM will assume it is a full-service lease.
Projected Annual Cost	The projected annual cost is expected to be at the full-service rate.
OFM Market Rate	Contact your <u>assigned facilities analyst</u> for current OFM Market Rates.
Funding Sources	Enter an X for all funding sources that apply to this project.
	Agency Existing Facilities Funds : Existing operating funds used to fund facility costs.
	Other Operating Funds : Existing agency funds not currently allocated for facility costs.
	Future Budget Request : A Decision Package must be submitted to and approved by OFM to fund this project.
Funding Source Code	Enter OFM recognized fund source code. The codes can be found at: https://ofm.wa.gov/accounting/fund/numeric .
One-Time Costs	This section gives agencies the opportunity to request one-time costs based on their own set of assumptions as opposed to OFM's standard assumptions.
	Enter your agency's requested one-time costs in the provided fields.
	DES Fees : These fees are from the DES fee structure, which can be found on their website.
	Tenant Improvement : The cost of construction to modify a facility to meet agency business needs. This one-time cost is typically due at the beginning of the lease start period.
	Technology/Infrastructure : Any cabling, network, server rack, and phone system costs required for the agency to move into the facility.
	New Furniture: The cost of purchasing new furniture for the facility. Please

	follow all state procurement laws for purchases.
	Relocation Furniture : The cost to move furniture from a previous location to a new location.
	Moving Staff : The cost associated with moving all items (other than furniture) to the new facility. This may include the cost to move a copier, etc.
	Building Security : The costs associated with installing security systems in the facility.
	Example: keycard systems, camera systems, etc.
	Other Costs : This covers any additional one-time costs not already captured that are required for the agency to begin operations.
Agency Assumptions	Detail your agency assumptions for each entered one-time cost.
Funding Sources	Enter an X for all funding sources that apply.
	Agency Existing Facilities Funds : Existing operating funds used to fund facility costs.
	Other Operating Funds : Existing agency funds not currently allocated for facility costs.
	Future Budget Request : A Decision Package must be submitted to and approved by OFM to fund this project.
Funding Source Code	Enter OFM recognized fund source code. The codes can be found at: https://ofm.wa.gov/accounting/fund/numeric .

SECTION SIX: AUTHORIZATIONS

This section certifies that the requested space is necessary and all data is accurate based on the best available information. Only complete this section if the project is being submitted outside of the Six-Year Facilities Plan process.

Field	Description
Text fields	You may type the date, printed name and title for each signatory.
Signature fields	Signatures may be added digitally, or the form can be printed and signed.