



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 2024.**
- ✓ Download and save the report in Excel format. FPMT will give you the option of Excel or PDF.
- ✓ ADP reports are submitted via email at ofmfacilitiesoversig@ofm.wa.gov.
- ✓ Agency directors must approve and submit the final ADP and Project Request Form(s).
- ✓ For questions about the ADP report, please contact your [Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.

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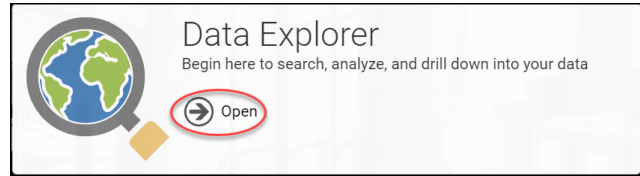
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Overview

What is the Agency Desired Plan (ADP)?	<ul style="list-style-type: none"> 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.
Who is required to submit an ADP?	<ul style="list-style-type: none"> 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 Forms. Directors may approve the plan via the body of their email or attach an approval memo.
Where do I run the ADP?	<ul style="list-style-type: none"> The ADP is accessed from the agency tile in FPMT.
When do I run the ADP?	<ul style="list-style-type: none"> ADPs are downloaded as part of the Six-Year Facilities Plan process. <ul style="list-style-type: none"> Draft ADP is due May 1. Final ADP is due September 1. If an agency has no planned projects, the draft ADP will serve as the final as long as the agency director or designee submits the report.
Where can I find action type definitions?	<ul style="list-style-type: none"> Definitions and scenarios are available in this job aid.
When are Project Request Forms required?	<ul style="list-style-type: none"> A Project Request Form is required for all projects in the Six-Year Facilities Plan (i.e., all action types except No Action or Renew (with no change in SF)). Refer to the Project Request 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?	<ul style="list-style-type: none"> 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 Forms, to OFM via ofmfacilitiesoversig@ofm.wa.gov. Agency directors must approve and submit final ADP and Project Request Forms.

Run the ADP Report

1. Open the Data Explorer module.



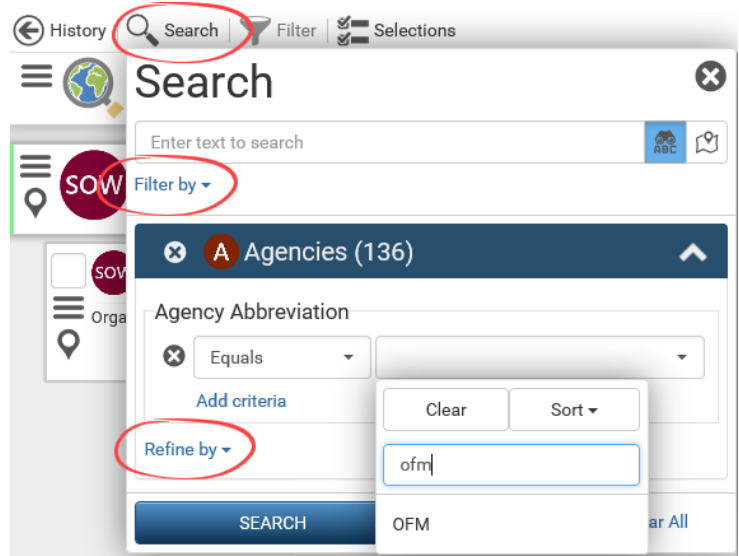
2. Select the Search button on the data explorer tool bar.

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

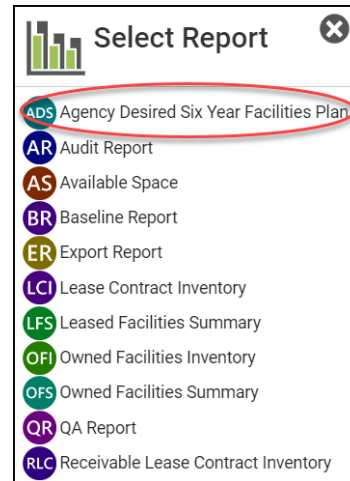


7. Select the menu button on the agency tile.

8. Select Reports



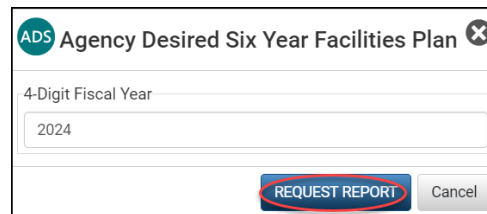
9. Select Agency Desired Six Year Facilities Plan



10. Enter 2024 as the 4-Digit Fiscal Year

11. Select Request Report

→ The report will open in a new window.



12. Select Download Excel Report

 [Download Excel Report](#)

Manually Populate Planned Actions

1. Populate the Planned Actions section of the report for each in-scope facility.

→ For all planned actions, populate:

- Action Type (definitions below)
- Action Fiscal Year
- Action Rationale

→ For planned projects (including renewing in place with a change in SF), populate:

- Projected SF for Project
- Projected Users for Project
- Does this Project Result in a Downsize or Consolidation?
- Project Funding
- Lease Savings, if applicable
- Project Priority Ranking

→ All projects required a [Project Request Form](#).

Action Type	Action Fiscal Year	Action Rationale	Planned Actions			Project Funding	Lease Savings, if applicable (round to nearest thousand)	Project Priority Ranking
			Projected SF For Project	Projected Users For Project	Does this Project Result in a Downsize or Consolidation?			

Action Type Definitions

Refer to the [Planned Action Scenarios](#) for additional guidance.

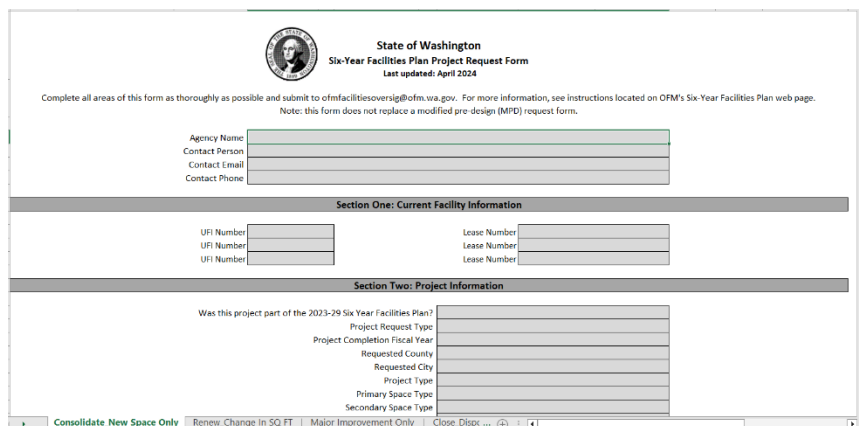
Action Type	Definition
Close	To shut down all operations at that location. No new space is required (e.g., all staff are fully remote or a program has ended).
Consolidate	To close one or more existing locations and consolidate operations into a different existing location within the agency's current portfolio.
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.
Dispose	Selling a facility to a non-state agency entity (i.e., removing the facility from the state's inventory) or transferring a facility to a different state agency.
Major Improvement	A one-time cost exceeding \$250,000 to improve an owned or leased facility, not covered by another Action Type.
New Space	A new space that is not currently part of an agency's facilities inventory. May or may not involve relocating staff.
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.

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 Forms

1. **Complete** a [Project Request Form](#) for all action types except No Action and Renew with no change in SF.
2. **Refer to** [Project Request 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 Form(s) must be submitted by the agency director or designee.



State of Washington
Six-Year Facilities Plan Project Request Form
Last updated: April 2024

Complete all areas of this form as thoroughly as possible and submit to ofmfacilitiesoversig@ofm.wa.gov. For more information, see instructions located on OFM's Six-Year Facilities Plan web page. Note: this form does not replace a modified pre-design (MPD) request form.

Agency Name:
 Contact Person:
 Contact Email:
 Contact Phone:

Section One: Current Facility Information

URI Number: Lease Number:
 URI Number: Lease Number:
 URI Number: Lease Number:

Section Two: Project Information

Was this project part of the 2023-29 Six Year Facilities Plan?

Project Request Type:
 Project Completion Fiscal Year:
 Requested County:
 Requested City:
 Project Type:
 Primary Space Type:
 Secondary Space Type:

Consolidate_New Space Only | Renew_Change in SQ FT | Major Improvement Only | Close_Dispc ...

Planned Action Scenarios

Owned Facilities

- No Action
- Major Improvement
- Demolish
- Dispose (sell or transfer)

Lease/Receivable Renewals

- Renew (no change in SF or one-time costs)*
- Renew (with change in SF)**
- Major Improvement***

Leased/Receivable Closures

- Close (no relocation, e.g., all staff are teleworking)
- Consolidate (relocating to existing facility (see receptor sites below) in the agency's inventory)
- New Space (relocating to new facility not currently in the agency's inventory)

Owned Receptor Sites¹

- No Action
- Major Improvement

Leased Receptor Sites

- Renew (no change in SF or one-time costs)*
- Renew (with change in SF)**
- Major Improvement***

New Space

- A new location that does not involve relocation (e.g., starting a new program that requires new space and hiring staff).

*No Project Request Form required.

**Project Request Form required. Complete entire Planned Action section in Agency Desired Plan (ADP) report.

***OFM will assume agency intends to renew at lease end.

¹Receptor site refers to an existing owned or leased facility in an agency's portfolio that will absorb staff as part of a consolidation project.