Agencies are required to report operating costs for all in-scope owned and leased facilities as part of the biennial Six-Year Facilities Plan baseline data collection process. This job aid provides step-by-step instructions for existing facilities. Operating costs can also be added as part of the Create Owned Facility and Create Leased Facility wizard processes.

✓ Use fiscal year 2021 annual operating cost data as an estimate for 2022 operating costs.
✓ If you do not have actuals, use OFM’s estimated operating costs.
✓ The operating costs Fiscal Year field value must be 2022. If you do not populate this field correctly, the operating costs will not be added to FPMT’s baseline report.

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## Overview

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<th>Question</th>
<th>Answer</th>
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<td>Which FPMT user roles can add operating costs?</td>
<td>• Users must have the Facilities role and edit rights in order to add operating costs in FPMT.</td>
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<td>Are operating costs required for all facilities?</td>
<td>• Operating costs are only required for leased and owned facilities that are in scope for the biennial Six-Year Facilities Plan.</td>
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<tr>
<td>What time period are operating costs reported for?</td>
<td>• All operating expenses are reported as annual costs.</td>
</tr>
<tr>
<td>When do I add operating costs in FPMT?</td>
<td>• Operating costs are reported as part of the biennial Six-Year Facilities Plan process in even years, between March and June.</td>
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</table>
| What fiscal year data should I use?                                    | • Agencies may use actual expenses from the previous fiscal year as an estimate of current fiscal year costs.  
  • If actuals are not available, agencies may use OFM’s **estimated operating expenses**.     
  • The Fiscal Year field in the operating costs table must match the baseline year of the Six-Year Facilities Plan. |
| How do I add operating costs?                                           | • To report operating costs, you manually add an Operating Costs table from the leased facility or owned facility tile.  
  • Operating costs can also be added via a wizard when creating a new owned or leased facility. |
| What operating costs are captured in FPMT?                             | • Parking                                                                                     
  • Assessment                                                                                   
  • Natural Gas                                                                                   
  • Electricity                                                                                  
  • Garbage                                                                                      
  • Insurance                                                                                    
  • Janitorial                                                                                     
  • Restroom Supply                                                                              
  • Sewer                                                                                        
  • Stormwater                                                                                   
  • Property Tax                                                                                 
  • Water                                                                                        
  • Recycling                                                                                    
  • Maintenance and Repair                                                                        
  • Other Annual Cost                                                                             |
| What if my agency does not pay for all listed operating expenses?       | • Only populate costs that are applicable for your agency.                                      
  • If your agency does not pay for a listed costed, leave the field blank.                      |
| What about full-service leases?                                         | • If you have a fully serviced lease, you may or may not need to add an operating costs table.   
  • If your agency is responsible for any costs not displayed in the lease contract table (e.g., parking costs and maintenance/repair costs), you will need to create an operating costs table. 
  • If your agency does not have parking costs or any other operating costs for the facility, you do not need to add an operating costs table.  
  • Select “yes” for the Full Service field in the lease contract table.                         |
Navigate to the Leased or Owned Facility

1. Open the Data Explorer module.

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

3. Select Filter by and choose Owned Facilities or Leased Facilities.

4. Select Refine by and choose Unique Facility Identifier.

5. Enter the UFI.

   ➔ If you need to locate a UFI, run the Owned Facilities Inventory Report or the Leased Facilities Inventory Report from the agency tile.

6. Select SEARCH
Add Operating Costs

1. Select the menu button on the owned or leased facility tile.
2. Select Add
3. Select Operating Costs

4. Select Create a new Operating Costs

5. Enter agency data. Red fields are required.
   ➔ Only populate applicable costs.
   ➔ Select the information icon for additional guidance about fields.
   - Name
     ➔ Enter FY 2022
   - Operating Costs ID
     ➔ A number to identify the record (e.g., 1)
   - Fiscal Year
     ➔ Enter 2022
     ➔ It is critical that this field is populated correctly.

6. Select SAVE AND CLOSE