

OFM

Facilities Oversight and Planning

2024 Facilities Inventory Instructions

Community and Technical Colleges

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FACILITIES INVENTORY OVERVIEW

Since 1997, [RCW 43.82.150](#) 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 do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

Per OFM's statewide [inventory policy](#), **inventory data in FPMT must be current and accurate each month**. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements.

REPORTING REQUIREMENTS, SUBMISSION PROCESS AND DUE DATES

Overview

There are no new data requirements this reporting cycle. Please refer to the [Community & Technical College Data Requirements Checklist](#) for a detailed overview of required system updates, along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2024, when OFM takes a snapshot. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

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/school.
- 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 a college that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning college is responsible for creating and updating receivable leases in FPMT.

FPMT Roles and Permissions

As of April 2024, FPMT has been updated to remove accounting functionality and integration with the Agency Financial Reporting System (AFRS). Moving forward, agencies will meet their Governmental Accounting Standards Board (GASB) reporting requirements in a new system called [DebtBook](#). As a result of this change, there is only one agency editor role in FPMT, which has access to all wizards.

Refer to the [Request New User Account](#) job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by the designated [FPMT Administrator](#) at the State Board for Community and Technical Colleges (SBCTC).

FPMT Wizards

Users are no longer able to manually edit data and must use wizards to complete system updates. Business process wizards are available for all core tasks, including renewing leases, deactivating facilities, and creating new, or updating existing, owned, leased and receivable facilities.

Wizards guide users through each step of the process and automate steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors.

What's New with FPMT Wizards

- All wizards are now a single-step process.
- Users will create a new Space table as part of the lease and receivable lease renewal processes. This step is needed to accurately populate data in OFM's new lease comparison report.
- The Lease Review and Receivable Review wizards allow users to edit all tables associated with their college's leased and receivable facilities.
- A new Owned Facility Review wizard is now available and allows users to update all tables associated with their college's owned facilities.

Data Validation

OFM will work with individual colleges as needed to address data validation issues.

FPMT Data Submission Process

Each college will notify SBCTC that its inventory data is complete. SBCTC will submit the community and technical college system's data to OFM.

Due Dates

All inventory data is due to OFM by **June 23, 2024**.

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

OFM will send reminder emails ahead of defined due dates and will notify colleges if correction steps are required.

CONTACT INFORMATION

For questions about the Statewide Facilities Inventory process, please contact Tim Swenson at timothy.swenson@ofm.wa.gov 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.