



Change of Conditions Form

Agency Instructions

Office of Financial Management
December 2023

CHANGE OF CONDITIONS OVERVIEW

If your project has a change of conditions, you must complete a [change of conditions form](#) and submit it to the Office of Financial Management (OFM). OFM will review the proposed changes and provide a response within 10 business days.

Approved changes in the terms and conditions of a modified pre-design (MPD) are provided to the Legislature for its information and to the Department of Enterprise Services (DES) and other agencies with real estate authority to update approved conditions. In some cases, these documents are also shared with local governments, community groups or stakeholders.

CHANGE OF CONDITIONS DEFINITION

A change of conditions is an **increase** in the project's square footage, ongoing or one-time cost, or lease term compared to what was previously approved by OFM using the MPD process.

COMPLETING AND SUBMITTING THE FORM

Agencies must answer all of the applicable questions as completely as possible. The change of conditions form must be signed by the agency's financial manager and director or designee before OFM will consider the request. Submit completed forms to ofmfacilitiesoversig@ofm.wa.gov.

Tips

- Submit the form once you have actual terms that have been finalized.
- If it is unclear if the terms and conditions are estimated or actual terms, confirm with the real estate authority before submitting.
- If the square footage exceeds the previous approval, submit a proposed floor plan with the change of conditions request form.

Additional information about the modified pre-design process and the change of conditions form can be found on [OFM's website](#).

For assistance with this form, contact your [assigned facilities analyst](#).