

# OFM

## Facilities Oversight & Planning

2024 Facilities Inventory & 2025-31 Six-Year Facilities Plan

Small Agency Instructions

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## INTRODUCTION

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The annual [Statewide Facilities Inventory](#) and biennial [Six-Year Facilities Plan](#) provide critical data on the current state of Washington's facilities portfolio, as well as the long-term facility needs of agencies. The data we collect this year will be used to: (1) document agency plans to right-size their physical footprint, (2) report actual and unrealized opportunities to reduce leased office space per [OFM's Directive](#), and (3) support the 2025-27 budget development process, with a focus on efficiency and collocation as agencies implement and refine hybrid work environments.

As part of this year's six-year planning process, agencies will report current telework participation and facility utilization rates and will provide a rationale for planned facility actions, including renewals, at each [in-scope office location](#). Accurate space use data, along with updated narratives on agency business needs, will enable decision-makers to better assess project priorities and identify opportunities for improved efficiency.

This document provides instructions for agencies supported by DES Small Agency Financial Services (SAFS). SAFS will report for small agencies, unless an agency chooses to perform its own data entry. These instructions are intended to provide context on reporting process and due dates.

## INVENTORY & SIX-YEAR FACILITIES PLAN OVERVIEW

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### Annual Facilities Inventory

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.

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.

### Biennial Six-Year Facilities Plan

[RCW 43.82.055](#) 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 projects to downsizing and collocation with another agency.

Development of the Six-Year Facilities Plan is a two-step process: baseline data collection in FPMT and [Agency Desired Plan](#) (ADP) submittal outside of the system. Inventory data, which includes data points that only apply to facilities that are in scope for the Six-Year Facilities Plan, serves as the baseline. The ADP defines an agency's desired action, ranging from no action or renewal to relocation, downsize or major improvement, for each in-scope facility for the time period covered by the plan. All planned projects require a [Project Request Form](#), which outlines business need as well as location, size and cost of the project.

## REPORTING REQUIREMENTS AND SUBMISSION PROCESS

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### **FPMT Data**

Small agencies supported by SAFS are not required to do their own data entry in FPMT. SAFS will update the system for you. If your agency has active FPMT users who want to input their own data, please wait to update the system until you are contacted by SAFS. Refer to [Appendix A](#) for an overview of the reporting timeline and due dates.

SAFS will reach out to individual agencies to ask for the specific information needed for this reporting cycle. The data ask will vary based on your agency's portfolio. Some small agencies have at least one leased facility, while others only have a receivable lease (sublease) or owned facilities.

Most, but not all, small agencies are in scope for the Six-Year Facilities Plan and will need to provide updated workstation counts for their space.

### **Agency Desired Plan (ADP)**

For agencies that participate in the Six-Year Facilities Plan, SAFS' data ask will include your agency's planned action for each in-scope location. Refer to [Appendix B](#) for a list of action types and definitions.

If your small agency has no planned projects, SAFS will submit the ADP report for you, and your draft ADP will serve as your final. If your agency is planning a project (e.g., relocating or downsizing), you will need to work with your [OFM facilities analyst](#) on the project details, and your agency director or designee will need to approve and submit the final ADP and Project Request Form(s) to OFM. Refer to the [Agency Desired Plan](#) job aid for detailed instructions.

All planned projects require a [Project Request Form](#). Refer to the [Project Request Form Instructions](#) for field-specific guidance.

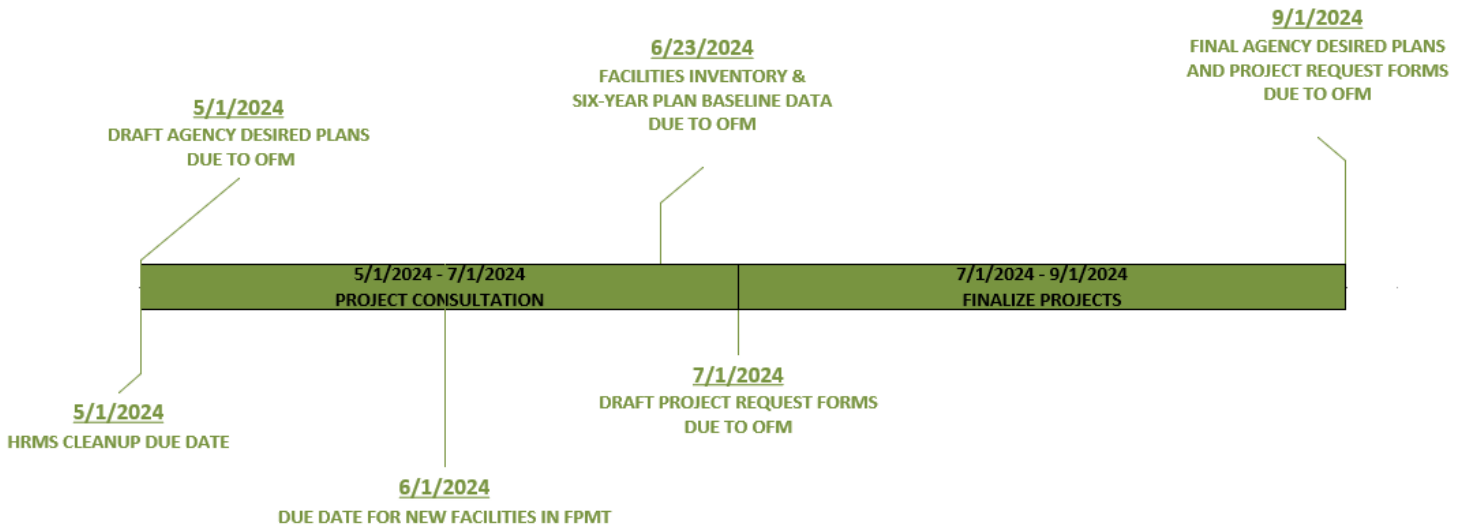
## CONTACT INFORMATION

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For questions about FPMT data, please contact Gwen McClanahan with SAFS at [gwen.mcclanahan@des.wa.gov](mailto:gwen.mcclanahan@des.wa.gov).

For questions about Six-Year Facilities Plan projects, please contact your [OFM Facilities Analyst](#) or send an email to [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

## Appendix A: Reporting Timeline and Due Dates



## Appendix B: Action Type Definitions

The following action types are available in the 2025-31 Six-Year Facilities Plan. All action types except No Action and Renew (with no change in SF) require a Project Request Form.

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.