

Chapter 11

Facility Leases, Facility Maintenance and Links to the Capital Budget

11.1 LEASE REQUESTS AND THE SIX-YEAR FACILITIES PLAN

What additional information is required in a facility lease-related decision package?

In addition to the decision package information requirements in Chapter 4, for a lease rate decision package (8L) attach a spreadsheet that contains the following information for all current and projected leased facility costs:

- Action (new, renew, change, close)
- UFI: Unique Facilities Identifier
- Address (street address, where available and city)
- Square feet
- Current lease start date and end date
- FY2013 total costs
- Services included in the lease
- Renewal increase (in percent)
- Project FY2014 and FY2015 costs
- Funded level for FY2013
- FY2014 and FY2015 need
- Requested one-time costs (total dollars)
- Any relevant notes

A request for one-time costs should include details about the individual project costs.

A template is available at <http://www.ofm.wa.gov/budget/documents/LeaseCostTemplate.xls> to assist you in submitting this information.

The unique facilities identifier for existing facilities is available in the state's [2011 Facilities Inventory \(FIS\)](#).

OFM encourages the use of a standard lease renewal rate increase tool based on CPI-U. The tool is available upon request.

If you are requesting new space, market rates are available upon request from Facilities Oversight.

Decision packages with space-related costs should be consistent with the Six-Year Facilities Plan

Agency operating budget requests for space-related costs must be consistent with the information the agency provided to OFM as part of the statewide six-year facilities planning process. Space-related costs include:

- Existing lease cost changes
- New leases
- One-time costs of acquiring new space or relocating

What is a Six-Year Facilities Plan?

OFM, with the cooperation of state agencies, develops and publishes a statewide six-year facility plan for the state of Washington by January 1 of each odd-number year. This document includes state agency space requirements and other pertinent data necessary for cost-effective facility planning. This planning process and the resulting product are expected to improve the oversight, management, and financial analysis of state agency facilities. The development of this six-year facilities plan is directed by [RCW 43.82.055](#).

The six-year facilities plan will include:

- Lease renewals
- Leased and owned relocations
- New facilities projects

See the [2013-19 Implementation Plan](#) for more information about the plan and the plan scope. Visit the [OFM Facilities Oversight six-year facilities planning website](#) for more information about this planning process and related tools.

What additional information is required for major leases?

[RCW 43.82.035\(4\)](#) now requires that proposed major leases are included in the 10-year capital plans. A major lease is any proposed lease project of 20,000 rentable square feet or more. Similar to capital projects included in the 10-year plan, project information must include estimates for present and future operating costs. The lease must be entered into the Capital Budget System (CBS) using a project type “Lease” with a fund type “LEA.” Questions on how to enter the lease into CBS should be directed to the BASS Helpdesk.

If you have questions or need assistance, contact your assigned OFM Facilities Analyst. Contact information is available at <http://www.ofm.wa.gov/budget/contacts/facilityoversight.asp>.