



FEBRUARY & MARCH 2020

FPMT: INTRO TO FPMT OVERVIEW

OFM Facilities Planning Team

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OFM

OFFICE OF FINANCIAL MANAGEMENT

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Introduction of Team

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LEARNING OBJECTIVES

Understand what the Facilities Portfolio Management Tool is used for.

Know where to launch the new FPMT wizards and which business processes they are available for.

Able to make content changes in FPMT.

Able to follow steps for data validation and system reports.

Know the Facilities Inventory and Six-Year Facilities Plan data requirements and due dates.

Know where to find on-demand resources.



AGENDA

- ✓ Introduction
- New Wizards Overview
- Annual Inventory & Biennial Six-Year Plan
 - Overview
 - Scenario demos
- Data Validation
- Important Dates
- Wrap-Up



FPMT RESOURCES

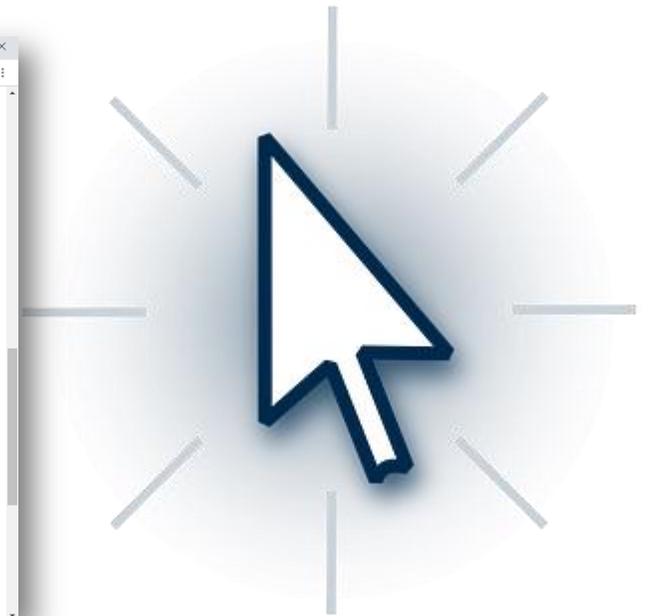
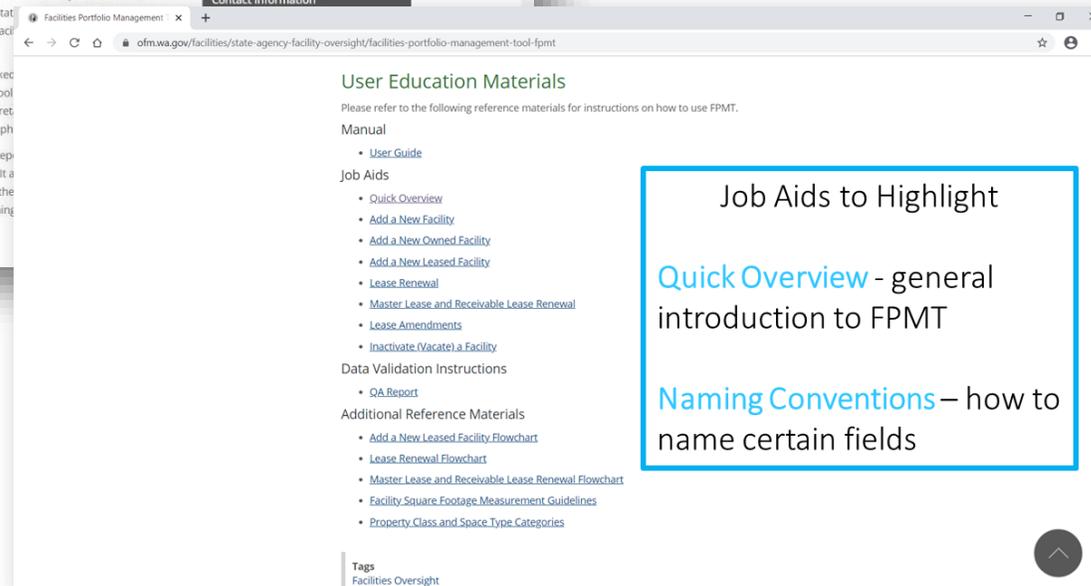
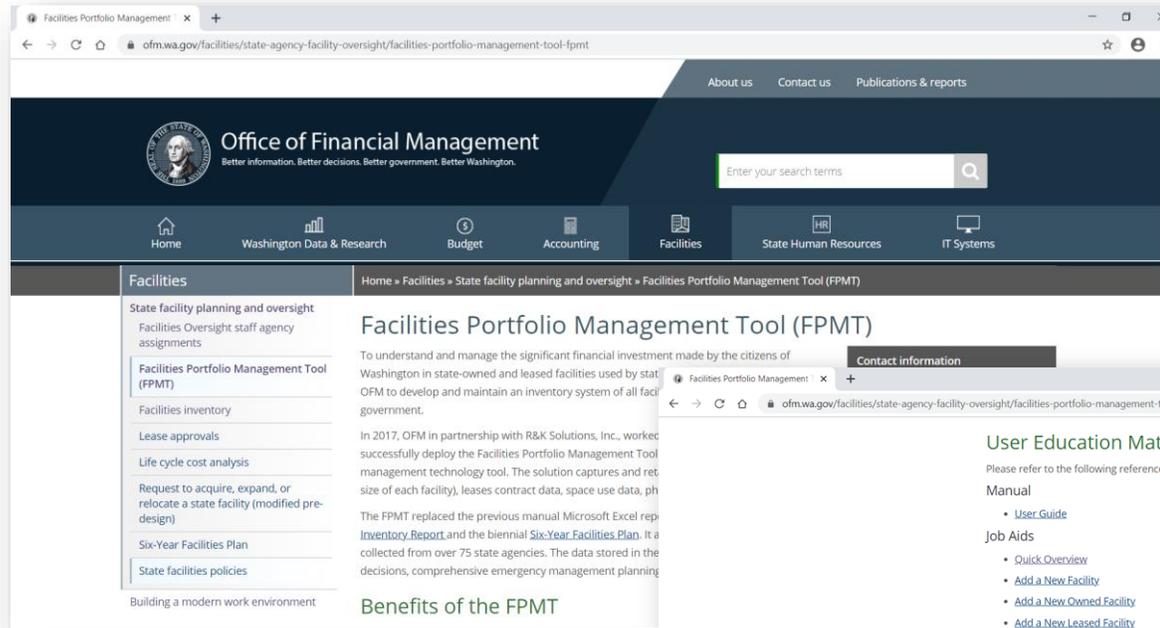


FPMT RESOURCES

Documentation can be found on OFM's FPMT webpage under "Facilities."

<https://ofm.wa.gov/facilities/state-agency-facility-oversight/facilities-portfolio-management-tool-fpmt>

New Account Setup Instructions | Task-specific Job Aids | Data validation instructions



NEW USER INTERFACE

“WIZARDS”



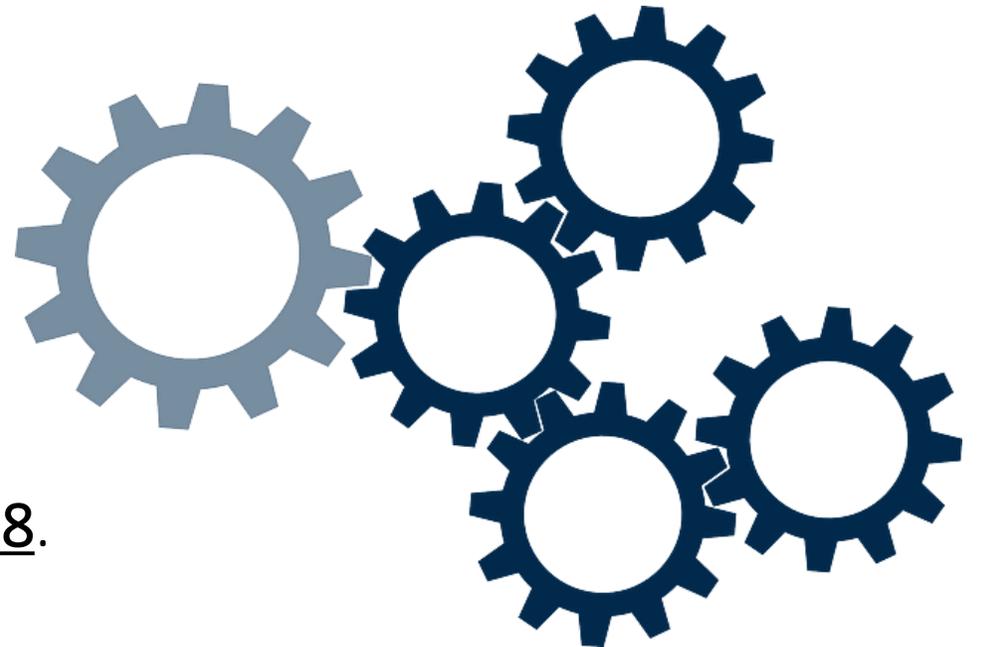
OVERVIEW: WHAT ARE WIZARDS USED FOR

Wizards reduce manual activity by guiding users through each step of the process and automating steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors.

This is the first iteration; there will be changes as improvement needs are identified. New wizards may be added.

Facilities Planning went through an exercise to review agency data and correct table link errors and missing data so that the wizards would work appropriately.

Wizards go live in production on Friday, February 28.



OVERVIEW: WIZARDS – THE RELEVANT BUSINESS PROCESSES

| Lease Renewal  | Master Lease Renewal  | Receivable Lease Renewal  | Create a New Owned Facility  | Create a New Leased Facility  | Create a New Receivable Lease  | Deactivation Wizard  |
|--|---|--|---|---|---|--|
| <p>Renew on or after new lease start date</p> <p>Launch wizard from the expired lease contract</p> | <p>Must renew receivable leases at same time or they will be automatically deactivated</p> <p>Launch wizard from expired lease contract</p> | <p>Renew a receivable lease on owned facilities or when the receivable lease expires before the master lease</p> <p>Launch wizard from expired receivable lease contract</p> | <p>Will create a new facility as part of this process (geocoding is required)</p> <p>Launch wizard from the agency tile</p> | <p>Have the option of creating a new facility or linking to an existing one</p> <p>Should search for an existing facility first</p> <p>Launch wizard from the agency tile</p> | <p>Edit the existing space before adding a new receivable lease space (done inside wizard)</p> <p>Launch wizard from lease contract or owned facility</p> | <p>Wizard will deactivate all associated tables</p> <p>Agencies cannot deactivate a facility that has other agency tenants</p> <p>Launch wizard from owned, leased or receivable leased facility</p> |

WIZARD– TIPS

-  Wizards open in a new window; refresh original FPMT window to see changes
-  Complete the update in one sitting – you will lose data if you time-out
-  Navigate through the wizard by clicking “next” or “previous”
-  Business rules and validation checks alert users to missing data and common data entry errors

WIZARDS: WHAT YOU CANNOT USE THEM FOR

Editing existing records:

- Fixing data entry errors
- Adding/updating condition assessment score
- Updating workstation/occupancy data when not renewing a lease

Lease amendments

Attaching documents

Operating costs (available in creation wizards only)

Debt Service (available in owned creation wizard only)





ANNUAL INVENTORY AND SIX-YEAR FACILITIES PLAN

ANNUAL INVENTORY AND BIENNIAL SIX-YEAR FACILITY PLAN

Annual Inventory (required by RCW 43.82.150)

- The inventory, stored in FPMT, serves as Washington's official record of state-owned and leased facilities.
- Data informs long-term facilities planning, capital and operating budgets, emergency management planning and other analyses.
- The statute requires agencies to report their inventories as of June 30 each year
- OFM submits an inventory report to the Legislature by October 1 of each year.



ANNUAL INVENTORY AND BIENNIAL SIX-YEAR FACILITIES PLAN

Six-Year Facilities Plan (required by RCW 43.82.055)

- Biennially, OFM works with state agencies to determine the long-term facility needs of state government to ensure cost-effective planning and the efficient use of space.
- The plan gives agencies the opportunity to articulate anticipated needs and desired actions, ranging from relocation and expansion projects to downsizing and colocation with another agency.
- OFM submits the plan to the Legislature on January 1 of odd-numbered years

This is a two-step process: baseline data collected in FPMT and the Agency Desired Plan (outside of FPMT). This training will focus on the baseline data.



ANNUAL INVENTORY AND BIENNIAL SIX-YEAR FACILITIES PLAN

As part of an ongoing process improvement effort, OFM has aligned the inventory and Six-Year Plan baseline data collection processes to address confusion and duplication of effort. This is the first year that both processes will happen concurrently.

All data and associated FPMT reports
are due to OFM by **June 23***

*Brand new facilities must be added by June 1

Agency leadership will be notified if reports have not been received by this due date.

WHAT IS NEW OR DIFFERENT ?

- ❖ **Aligned data collection** for inventory and Six-Year Plan
- ❖ New facilities are due **June 1**; all other data and associated reports are due **June 23**
- ❖ **Condition Assessment Score is required for all facilities** – the FPMT condition matrix is an optional way to populate this score
- ❖ Facilities that are in scope for the Six-Year Plan have the following data requirements, which **are in addition to inventory data**:
 - Operating costs (owned and leased)
 - Debt service (owned)
 - Workstation and occupancy data (owned and leased)
 - New and/or updated receivable lease information (owned and leased)
 - Supporting lease and receivable lease documentation must be attached in FPMT

SIX-YEAR FACILITIES PLAN – IN-SCOPE FACILITIES

The Six-Year Facilities Plan includes a subset of the overall state facilities inventory.

The following space types for both owned and leased facilities will be included in the 2021-27 Six-Year Facilities Plan:

| Space Type | Space Type Number |
|-------------------------|-------------------|
| Training Room | 120 |
| Departmental Classroom | 130 |
| Laboratory – General | 210 |
| Laboratories | 270 |
| Office – General | 310 |
| Office – Administrative | 311 |
| Office – Services | 312 |
| Office – Project | 313 |
| Conference Room | 350 |

Support spaces (property class 700 series) are out of scope for the 2021-27 Six-Year Facilities Plan.

SIX-YEAR FACILITIES PLAN – OUT-OF-SCOPE FACILITIES

The following facility types are out of scope for the Six-Year Plan:

- Support Spaces
- All Higher Education
- The School for the Blind and the School for the Deaf
- Washington State Parks and park facilities
- Washington State Commodity Commissions
- Owned Residential Police and Fire Training Facilities (WSP and CJTC)
- Owned Military Facilities
- Owned DNR Trust Assets
- Owned Historical Societies
- Fish Hatcheries and Wildlife Areas
- Radio Communications Sites
- Facilities that are part of the transportation system such as weigh stations, ferry terminals, toll booths, tunnel/bridge workspaces, etc.
- Residential Detention Facilities (adult and youth)
- Residential Mental Health Facilities and Inpatient Evaluation Treatment Centers
- Public Restrooms



**This information can be found in the instructions that are online at <https://ofm.wa.gov/facilities/state-agency-facility-oversight/six-year-facilities-plan>

AGENCIES WILL RECEIVE ONE SET OF INSTRUCTIONS

Annual
Inventory &
Six-Year Plan

Annual
Inventory

Specialized
Instructions

DEMOS



SCENARIOS

Wizards

- Lease Renewal
- Create New Leased Facility
- Create New Receivable Lease

Data Collection

- Occupancy and Workstation Data
- Operating Costs



SCENARIO #1: LEASE RENEWAL- DEMO



Wizard: Renew

The lease for your agency's regional headquarters has been approved for renewal. The start date for the new lease contract was the beginning of this month



SCENARIO #1: RENEWING A LEASE CONTRACT – TIPS



Wizard: Renew

Data due on or after the new lease start date

Minimum entry requirements: completed lease contract and one lease payment

Addition of new space requires the facility Unique Facility Identifier (UFI)

If the square footage in the lease contract has changed, you will need to update the existing space table as part of the wizard process



SCENARIO #2: CREATE A NEW LEASED FACILITY - DEMO



Wizard: Create Leased Facility

The Legislature provided funding for a new program in your agency, which required hiring new staff and securing a leased facility that met specific location requirements. The start date for the lease contract was the beginning of this month.



SCENARIO #2: CREATE A NEW LEASED FACILITY – TIPS



Wizard: Create Leased Facility

Data due on or after the lease start date

Minimum entry requirements: leased facility, facility, lease space, lease contract, and at least one lease payment

Users must geocode new facilities (add a point on the map)



SCENARIO #3: CREATE A NEW RECEIVABLE LEASE - DEMO



Wizard: Create Receivable Lease

Another agency has reached out to your agency about the possibility of leasing space in your regional headquarters building. They have been tasked with a new grant-funded project and will need to locate a few staff in an area where they do not currently have space. Your agency leadership agrees to lease space to these staff at least through the end of your current lease.



SCENARIO #3: CREATE A NEW RECEIVABLE LEASE – TIPS



Wizard: Create Receivable Lease

Update the existing lease contract or owned facility space before adding the receivable lease space (done inside the wizard)

Data due on or after the receivable lease start date

Minimum entry requirements: receivable leased facility, receivable lease contract, receivable lease space and at least one receivable lease payment



SCENARIO #4: DATA COLLECTION – OCCUPANCY & WORKSTATION DATA - DEMO

Agencies must report occupancy and workstation data for all in-scope owned and leased facilities as part of the Six-Year Facilities Plan baseline data collection process.



SCENARIO #4: SUMMARY & TIPS

To add or update workstation and occupancy data, edit the space table

Workspace and occupancy definitions are available as a job aid on the FPMT webpage. You can also find these definitions by clicking the question mark next to each data field in FPMT.

You can edit an existing space table in the lease renewal wizards

You can add workstation and occupancy data as part of the new leased facility and new owned facility creation wizards



SCENARIO #5: DATA COLLECTION – OPERATING COSTS – DEMO

Agencies must report operating costs for all in-scope owned and leased facilities as part of the Six-Year Facilities Plan baseline data collection process.



SCENARIO #5: SUMMARY & TIPS

- Baseline data for the 2021-27 Six-Year Facilities Plan should include an estimate for your **FY 2020 annual operating expenses**.
- You can use your FY 2019 annual operating costs as an estimate, or if you do not have actuals, you can use OFM's estimated operating expenses (available as part of the Six-Year Plan instructions)
- Operating costs can be added as part of the new leased or new owned facility creation wizard process.
- For existing owned and leased facilities, how you report operating costs depends on whether previous operating costs were reported as part of the last Six-Year plan.
- If there are no previous operating costs, add a new operating costs table from the owned or leased facility tile.
- If operating costs were reported for the last Six-Year plan, overwrite the data in the existing operating costs table.



DATA VALIDATION AND RUNNING REPORTS

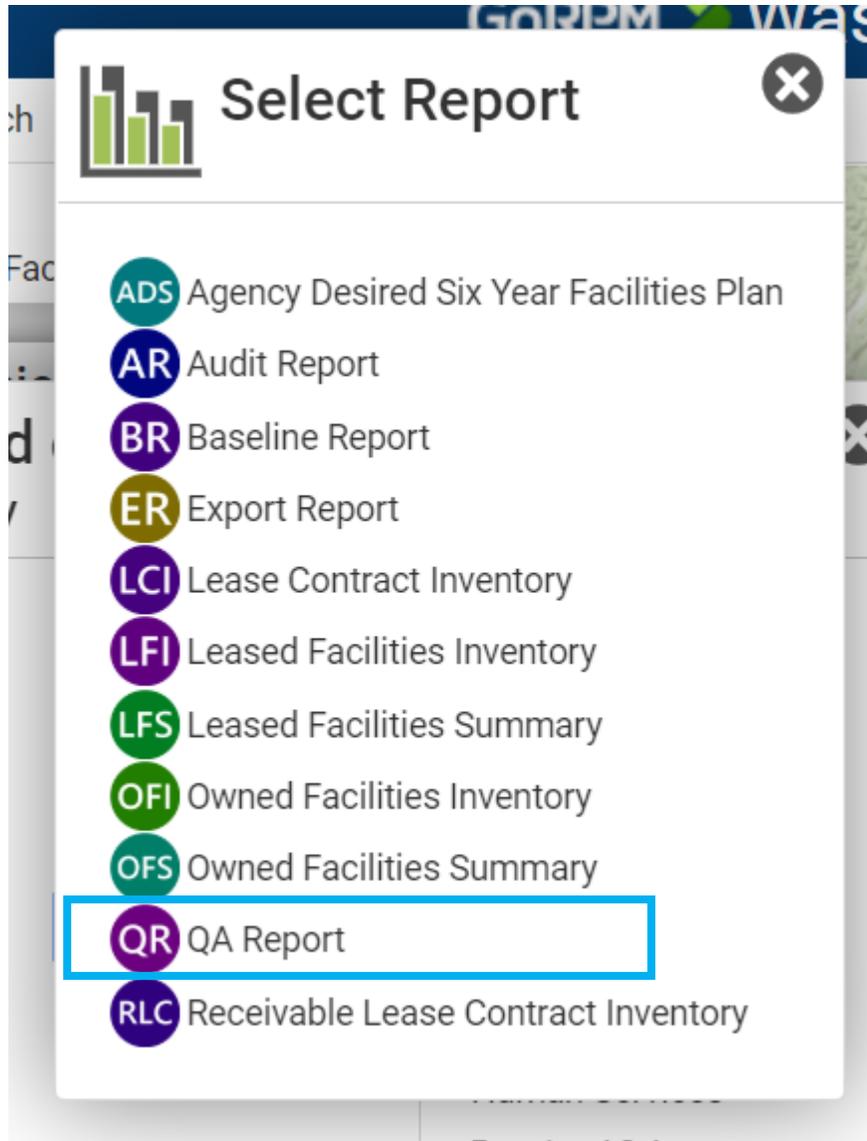


DATA VALIDATION USING THE QA REPORT

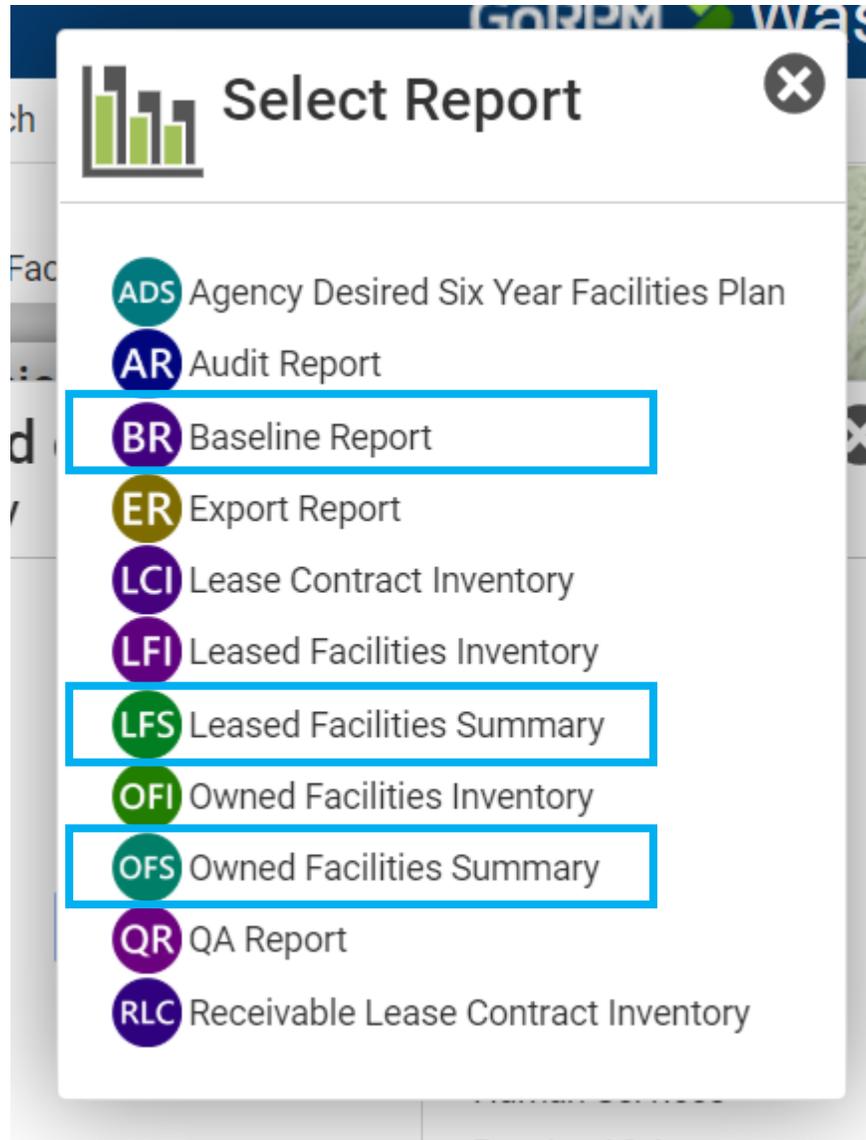
It is each agency's responsibility to validate data prior to submitting reports.

The QA Report is a resource for data validation.

The QA report summarizes the most common type of errors that might be present in the data.



RUNNING A REPORT – AFTER CLEAN QA REPORT



Annual Inventory:

- Leased Facilities Summary
- Owned Facilities Summary

These show the high-level metrics about the agency's portfolio

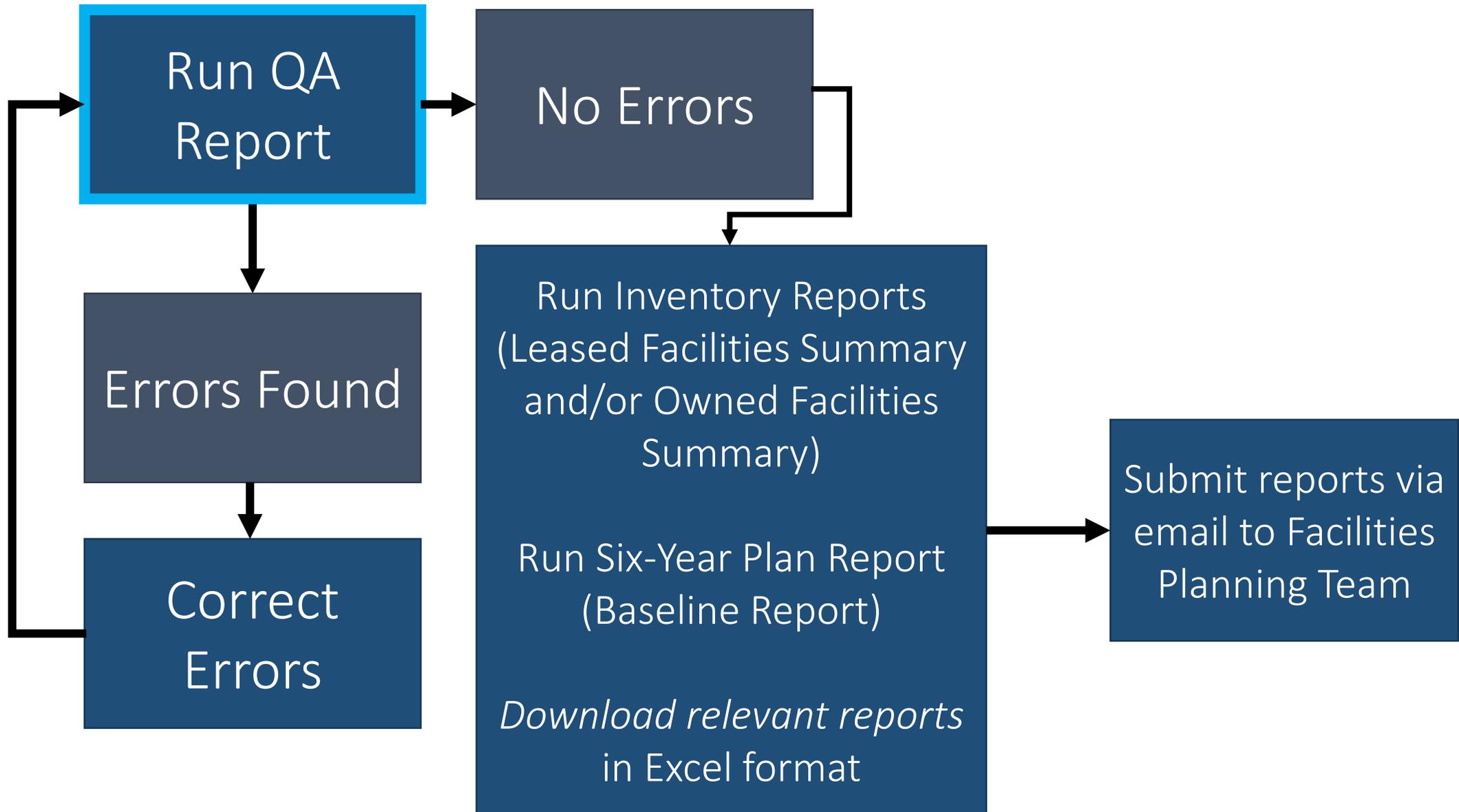
Six-Year Plan:

- Baseline Report

This report shows cost and occupancy data for an agency's in-scope facilities

IMPORTANT: Don't submit these reports until new facilities have been approved.

VALIDATION PROCESS: START WITH QA REPORT



DATA VALIDATION AND REPORT SUBMITTAL - DEMO

QA Report

Baseline Report

Leased Facilities Summary



IMPORTANT DATES



DUE DATES

- All new facilities must be in FPMT: June 1
- Inventory Report (Annually): June 23
- Six-Year Plan baseline data due (Biennially): June 23

Agency Desired Plan (not discussed in this training):

- ❖ *Draft Agency Desired Plan (ADP) report Due May 1*
- ❖ *Draft Project Request Forms due July 1*
- ❖ *Final ADP and Project Request Forms Due Sept 1*

For more information, view agency instructions that are sent in early March



WRAPPING UP



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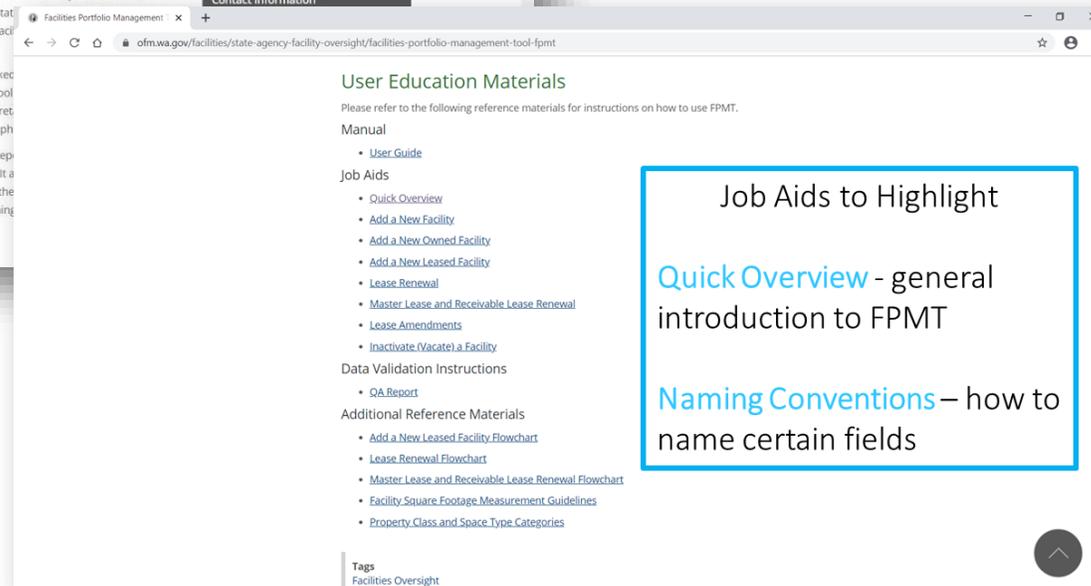
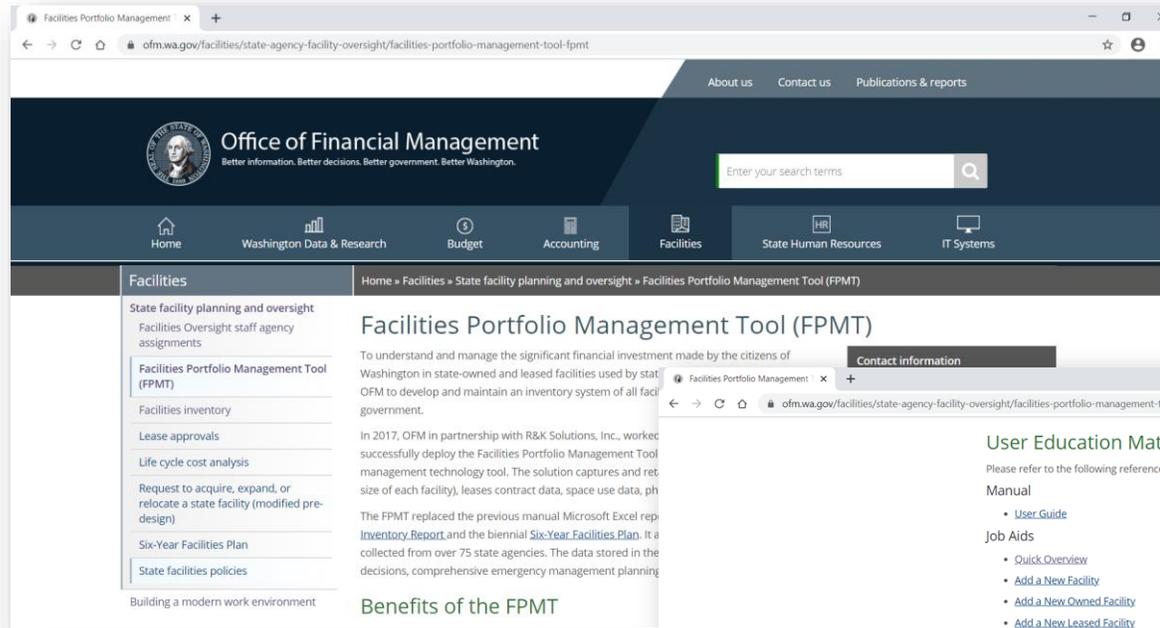


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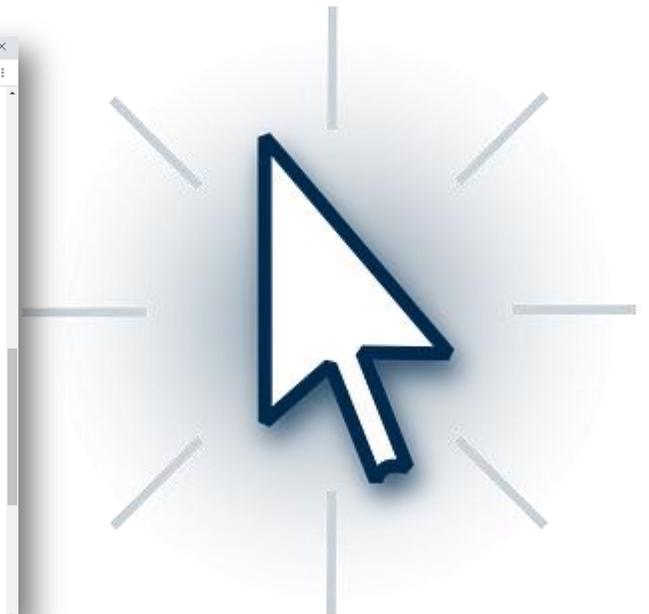
New Account Setup Instructions | Task-specific Job Aids | Data validation instructions



Job Aids to Highlight

[Quick Overview](#) - general introduction to FPMT

[Naming Conventions](#) – how to name certain fields



WHO TO CONTACT WITH QUESTIONS

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heretohelp@ofm.wa.gov

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THANK YOU FOR YOUR PARTICIPATION!

Please complete the course survey, which will be emailed in the next few days.

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