



## Six-Year Facilities Plan Policy

### PURPOSE

The purpose of this policy is to define the requirements for the Six-Year Facilities Plan, which outlines the long-term facility needs of state government. These guidelines will help ensure that owned and leased facilities: 1) support the business needs of state agencies; 2) are healthy, safe and sustainable; 3) are used efficiently; and 4) use the state's fund sources effectively.

### AUTHORITY

[RCW 43.82.055](#) requires the Office of Financial Management (OFM) to work with state agencies to determine the long-term facility needs of state government and to develop and submit a Six-Year Facilities Plan to the Legislature by January 1 of each odd numbered year.

### SCOPE

This policy applies to all state agencies except agricultural commodity commissions, state historical societies and higher education institutions.

### POLICY

To ensure accuracy and consistency in state facilities management, capital planning and reporting activities, OFM has defined the following Six-Year Facilities Plan requirements.

### SIX-YEAR FACILITIES PLAN REQUIREMENTS

1. In-scope facilities:
  - 1.1 The Six-Year Facilities Plan represents a subset of the statewide facilities inventory. The following space types for both owned and leased facilities are in scope for the plan:
    - 1.1.1 Leased and owned offices and conference rooms.
    - 1.1.2 Leased and owned training rooms and departmental classrooms.
    - 1.1.3 Leased and owned laboratories.
    - 1.1.4 Refer to the Six-Year Facilities Plan [In-Scope Criteria Overview](#) for a detailed list of excluded facilities.
2. System requirements:
  - 2.1 All baseline data resides in the Facilities Portfolio Management Tool (FPMT).
  - 2.2 Agencies are required to manually input baseline data into FPMT unless they have import permissions, as defined in the [Statewide Facilities Inventory Policy](#).
3. Table and field requirements:
  - 3.1 In addition to the data required for the Statewide Facilities Inventory, the Six-Year Facilities Plan baseline includes the following supplemental table and field requirements for in-scope facilities:

### 3.1.1 Owned facilities

FPMT Table	Requirements and Comments
Owned Facility	The Six-Year Facilities Plan field value must be “Yes”
Operating Costs	Annual operating costs for the previous year or OFM’s estimated operating costs may be used if actual costs are not available
Debt Service	Not all owned facilities will have debt service
Debt Service Payment	Required if there is debt service
Space	Workstation and occupancy data is required
Receivable Leased Facility	<p>Required if there are any receivable leases. The owning agency is responsible for entering all data except for the following fields to be populated by the tenant agency:</p> <ul style="list-style-type: none"> <li>• Lessee Agency Assigned Regional Number</li> <li>• Lessee Agency Assigned Common Name</li> <li>• Lessee Agency Assigned Number</li> <li>• Lessee Agency Assigned Associated Complex, Campus, Regional Center</li> <li>• Six-Year Facilities Plan – field value must be “Yes”</li> </ul>
Receivable Lease Contract	<p>Required if there are any receivable leases. The owning agency is responsible for entering the data</p> <p>The receivable lease contract number must be unique; it cannot be used more than once.</p> <p>A copy of the contract must be attached in FPMT.</p>
Receivable Lease Payment	Required if there are any receivable leases. The owning agency is responsible for entering the data
Receivable Lease Space	Required if there are any receivable leases. The owning agency is responsible for entering all data except workstation and occupancy numbers to be populated by the tenant agency.
Receivable Lease Option	Required only if applicable
Receivable Lease Amendment	Required only if applicable

### 3.1.2 Leased facilities

FPMT Table	Requirements and Comments
Leased Facility	The Six-Year Facilities Plan field value must be “Yes”
Operating Costs	Annual operating costs for the previous year or OFM’s estimated operating costs may be used if actual costs are not available
Lease Payment	Amortized Tenant Improvement annual cost, if applicable, is required and should be entered as a lease payment
Space	Workstation and occupancy data is required
Receivable Leased Facility	<p>Required if there are any receivable leases. The master lease holder is responsible for entering all data except for the following fields to be populated by the tenant agency:</p> <ul style="list-style-type: none"> <li>• Lessee Agency Assigned Regional Number</li> <li>• Lessee Agency Assigned Common Name</li> <li>• Lessee Agency Assigned Number</li> <li>• Lessee Agency Assigned Associated Complex, Campus, Regional Center</li> <li>• Six-Year Facilities Plan – field value must be “Yes.”</li> </ul>
Receivable Leased Contract	<p>Required if there are any receivable leases. The master lease holder is responsible for entering the data</p> <p>The receivable lease contract number must be unique; it cannot be used more than once.</p> <p>A copy of the contract must be attached in FPMT.</p>
Receivable Lease Payment	Required if there are any receivable leases. The master lease holder is responsible for entering the data
Receivable Lease Space	Required if there are any receivable leases. The master lease holder is responsible for entering all data except workstation and occupancy numbers to be populated by the tenant agency.
Receivable Lease Option	Required only if applicable
Receivable Lease Amendment	Required only if applicable

4. Agency desired six-year facilities plan
  - 4.1 Agencies are required to submit a plan that details their space requirements and any desired projects, including acquiring new space, expanding, downsizing or completing a major reconfiguration, during the six-year time period.
  - 4.2 All projects require documentation detailing the agency’s business need and project scope.
    - 4.2.1 All new projects requested in the Six-Year Facilities Plan must have a completed [Project Request Form](#).

## DEFINITIONS

Term	Definition
Agency Desired Plan	Defines an agency’s intention for each in-scope facility for the six-year time period covered by the Six-Year Facilities Plan. Action types include: Renew, Cancel, Close, Downsize, Expand, Major Reconfiguration, New Space, Relocate, Demolish, Dispose and No Action
Baseline Data	Facilities that are in scope for the Six-Year Facilities Plan must report all data required for the Facilities Inventory as well as the following additional information: <ul style="list-style-type: none"> <li>• Operating costs (owned and leased facilities)</li> <li>• Debt service (owned facilities)</li> <li>• Amortized Tenant Improvement annual cost (leased facilities)</li> <li>• Occupancy and workstation data (owned and leased facilities)</li> <li>• Receivable lease data (owned and leased facilities)</li> <li>• Supporting lease and receivable lease documentation must be attached in FPMT</li> </ul>
Facility	A building or other structure 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.
Facilities Inventory	A complete record of state owned and leased facilities.
Facilities Portfolio Management Tool (FPMT)	The technology solution used to gather and report the state’s facilities inventory and baseline data for the Six-Year Facilities Plan. FPMT serves as the official record of state facilities.
Import	The means by which users transfer data into a technology solution.
Project Request Form	Defines the business need for an agency’s proposed project in the Six-Year Facilities Plan. Agencies must specify the location, size and cost of the project as well as at least one alternative considered.
Six-Year Facilities Plan	A biennial report to the Legislature that identifies the long-term facilities needs of state government.