

# Office of the Governor

## 2024 Supplemental Capital Request



**075 - Office of the Governor  
Ten Year Capital Plan by Project Class**

2023-25 Biennium

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Version: 24 2024 Supplemental Request

Report Number: CBS001

Date Run: 9/13/2023 3:44PM

**Project Class: Preservation**

Agency	Estimated	Prior	Current	Reapprop	New	Estimated	Estimated	Estimated	Estimated
<u>Priority</u>	<u>Total</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>2023-25</u>	<u>Approp</u>	<u>2025-27</u>	<u>2027-29</u>	<u>2029-31</u>	<u>2031-33</u>
<b>0</b>	<b>30000001 OCO Tenant Improvements</b>								
057-1 State Bldg	350,000				350,000				
Constr-State									

**Total Account Summary**

Account-Expenditure Authority Type	Estimated	Prior	Current	Reapprop	New	Estimated	Estimated	Estimated	Estimated
	<u>Total</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>2023-25</u>	<u>Approp</u>	<u>2025-27</u>	<u>2027-29</u>	<u>2029-31</u>	<u>2031-33</u>
057-1 State Bldg Constr-State	350,000				350,000				

## DAHP Review Letter and Exempt Project List:

Placeholder - this page will be updated once the Governor's Office has received information from DAHP.

## FTE Summary:

This project doesn't require FTEs. OFM Facilities will make a public works request through the Department of Enterprise Services (DES). Any oversight of the project will be done through OFM Facilities within the Fiscal and Operations Division.

## Maintenance Backlog Reduction Plan:

Outside of these tenant improvements, the Governor's Office doesn't have any other facilities that require maintenance.

Preservation Projects:

OCO Tenant Improvements

\$350,000

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Capital Project Request

2023-25 Biennium

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Version: 24 2024 Supplemental Request

Report Number: CBS002

Date Run: 9/13/2023 3:45PM

Project Number: 30000001

Project Title: OCO Tenant Improvements

**Description**

Starting Fiscal Year: 2024  
Project Class: Preservation  
Agency Priority: 0

**Project Summary**

The Office of Correction Ombuds (OCO) seeks funding for tenant improvements in the OCO suite located in the Helen Sommers Building. These tenant improvements will meet OCO's data sharing agreement with the Department of Corrections. It will also improve the functionality of staff's physical space.

**Project Description**

**Opportunity or Challenge:**

The Office of Corrections Ombuds has a Data Sharing Agreement (DSA) with the Department of Corrections (DOC) that has specific protocols for access, maintenance, and destruction of records. The OCO office space has to be secured in order to comply with the DSA requirements. Tenant improvements will create a dedicated hotline space, a separate entrance to maintain the confidentiality of work and records, and improve sound attenuation between the OCO space and other suites in the building.

**Consequences of not Funding:**

The OCO moved into the current suite in December 2022, and since that time has adapted and modified their work styles out of necessity. Without additional funding for tenant improvements, the OCO can't make the necessary modifications to comply with their DSA. They will continue to have limited space within the suite for confidential conversations.

**Background:**

The Office of the Corrections Ombuds provides opportunities for people impacted by incarceration to raise issues and resolve conflicts. They work to reduce harm in the corrections system by negotiating outcomes, recommending positive change, and reporting individual and systemic concerns.

**Equity Impacts:**

**Community outreach and engagement:**

OCO staff have frequently discussed modifications and improvements to their office space. The OCO staff includes people with the lived experience of incarceration, and we are committed to using trauma responsive reflection in our ombuds work within our community and within our small agency.

**Disproportional Impact Considerations:**

We do not believe that targeted populations will be excluded by making these tenant improvements to our state-owned suite.

**Target Populations or Communities:**

The OCO's role to assist in strengthening procedures and practices that lessen the possibility of actions occurring within the Department of Corrections that may adversely impact the health, safety, and welfare of incarcerated individuals. By improving the physical space, in which we do the majority of our work, the OCO staff will be better positioned to provide assistance to the people we serve.

**Location**

City: Olympia

County: Thurston

Legislative District: 022

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 Capital Project Request

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Version: 24 2024 Supplemental Request

Report Number: CBS002

Date Run: 9/13/2023 3:45PM

Project Number: 30000001

Project Title: OCO Tenant Improvements

**Description**

**Project Type**

Facility Preservation (Minor Works)

**Growth Management impacts**

NA

**Funding**

Acct Code	Account Title	Estimated Total	Expenditures		2023-25 Fiscal Period	
			Prior Biennium	Current Biennium	Reappropriations	New Appropriations
057-1	State Bldg Constr-State	350,000				350,000
	<b>Total</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>

		Future Fiscal Periods			
		2025-27	2027-29	2029-31	2031-33
057-1	State Bldg Constr-State				
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Operating Impacts**

No Operating Impact



## Programmatic Projects:

The Office of the Governor doesn't request any programmatic projects at this time.

## Grant and Loan Programs:

The Office of the Governor doesn't request any grant and loan program projects at this time.

## COP Forms:

The Office of the Governor doesn't request any Certificates of Participation for bond or COPs projects at this time.

DAHP USE ONLY	
Date Received:	
DAHP Log #:	
Reviewer(s):	
<input type="checkbox"/> ARCHY	<input type="checkbox"/> BEU



## EZ / PROJECT FORM

Request to initiate consultation for Governor's Executive Order 21-02 (GEO 21-02) projects

# GEO 21-02

New Consultation?  YES  NO  ADDITIONAL INFORMATION PROVIDED PER REQUEST

**Questions?** Contact DAHP at 2102@dahp.wa.gov or (360) 586-3065. You may also find answers to your questions online at www.dahp.wa.gov/2102.

**Please be aware that this form may only initiate consultation. For some projects, DAHP may require additional information to complete our review. A historic property inventory form or archaeological survey may need to be completed by a qualified cultural resource professional.**

**NOTE: To save this fillable form you must fill it out in Adobe Acrobat or use the PRINT to PDF function in Acrobat Reader. In Reader choose File > Print and choose Adobe PDF as the printer. The file will save to your computer.**  
**NOTE: The form will automatically adjust to fit all your information.**

### SECTION 1: PROJECT INFORMATION

Project Title:	<i>Provide 1-2 sentence summary of the project.</i>	
Property Name: <i>if applicable</i>		
Project Address:		
City / State / Zip:	County:	Township / Range / Section: <i>leave blank if unsure</i>

### SECTION 2: PROJECT DESCRIPTION

Project includes (check all that apply):	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> GROUND DISTURBANCE	<input type="checkbox"/> REHABILITATION / RENOVATION	<input type="checkbox"/> ACQUISITION
Are any buildings 45 years or older going to be impacted in any of the above ways by this project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE	Check here if the project involves multiple resources. If so, attach a table including all information in Sections 1 and 2 for each resource.	
If you do not know the age of the building(s) this is usually available through the county assessor web parcel search. To find this page put in the name of the county, Washington assessor property search into your web search engine of choice. I.e.. Adams county Washington assessor property search.					
Are there any Federal funds, lands, permits, or licenses involved in/required by this project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE	If Yes, what Federal Agency?	
Have you already received a grant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO, WE ARE APPLYING NOW	<input type="checkbox"/> NO, WE HAVE NOT APPLIED YET	<input type="checkbox"/> NOT SURE	

### SECTION 3: STATE AGENCY INFORMATION

*Leave blank if unknown*

State Agency:	Grant / Loan Program Name:	Direct Appropriation?
Contact Person:	Phone:	e-mail:
Funding biennium?	Requested grant / loan amount:	Total project amount:

### SECTION 4: CONTACT INFORMATION

*If different from State Agency contact person.*

Submitter Name:	Submitter Organization:
Submitter Address:	City / State / Zip:
Submitter Phone:	Submitter e-mail:

### DAHP DETERMINATION (DAHP USE ONLY)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>EXEMPT</b> from GEO 21-02 review.                                      | <input type="checkbox"/> The project will have an <b>ADVERSE IMPACT</b> on historic properties.                  |
| <input type="checkbox"/> There are <b>NO HISTORIC PROPERTIES IMPACTED</b> by the proposed project. | <input type="checkbox"/> DAHP requires <b>ADDITIONAL INFORMATION</b> in order to complete review (see attached). |
| <input type="checkbox"/> The project will have <b>NO ADVERSE IMPACT</b> on historic properties.    | <input type="checkbox"/> SURVEY REQUIRED   |
|  | <input type="checkbox"/> MONITORING REQUIRED   |
|  | <input type="checkbox"/> INADVERTENT DISCOVERY PLAN REQUIRED   |

\_\_\_\_\_  
 DAHP REVIEWER

DATE \_\_\_\_\_



**Instructions:** Please describe the type of work to be completed. Be as detailed as possible to avoid a request for additional information. Be sure to describe all ground disturbing activities in the appropriate box below and provide photos of areas of work.

**SECTION 5: ATTACHMENTS**

Please email completed form and all attachments to:  
**2102@dahp.wa.gov**

**MAP** - Be sure to show the project boundary and location of property(ies). *See Section 7 on Page 3 for optional template. May also submit online through WISAARD using eAPE.*

**DESCRIPTION / SCOPE OF WORK** - Describe the project, including any ground disturbance. *See Section 6 for an optional template.*

**SITE PLAN / DRAWINGS** - Indicate location and dates of resources, proposed improvements and ground disturbance, etc.

**PHOTOGRAPHS** - Attach digital photographs showing the project site, including images of all resources. *Photos submitted through WISAARD may suffice.*

**SECTION 6: ADD'L PROJECT INFORMATION**

Provide a detailed description of the proposed project:

Describe the existing project site conditions (include building age, if applicable):

If there are ground disturbing activities proposed, describe them *including the approximate depth of ground disturbance*:



**Instructions:** Please attach a MAP clearly showing the project area. Please [click here for tutorial on creating a map](#) if you don't have one clearly showing the project area.

**SECTION 7: MAP / Area of Potential Effect**

**CLICK IN THE BOX ABOVE TO ADD A MAP  
MAP MUST BE IN JPG FORMAT**