



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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February 14, 2008

**TO:** Agency Directors

**FROM:** Victor A. Moore  
Director

A handwritten signature in black ink, appearing to read "V.A.M.", written over the printed name "Victor A. Moore".

**SUBJECT: 2009-2015 SIX-YEAR FACILITY PLANNING**

The 2007 Legislature passed Substitute House Bill 2366 to strengthen the oversight of how state agencies are housed. RCW 43.82.055 directs the Office of Financial Management (OFM), in coordination with the Department of General Administration (GA) and all other state agencies, to determine the long-term facility needs of state government through the development of a six-year facility plan.

The first step in this planning process is for each agency to complete a facility needs study, which consists of *Part I*, *Part II*, and *Part II.ALT*. The three study forms can be found at our website at the addresses listed below.

Part I: Agency Summary --

[http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy\\_I.doc](http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy_I.doc)

Part II: Site Survey --

[http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy\\_II.doc](http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy_II.doc)

Part II.ALT: Laundry Facility Survey --

[http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy\\_IIA.doc](http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudy_IIA.doc)

**All agencies are required to submit their completed agency facility needs study to OFM by April 18, 2008.** This will allow sufficient time for OFM, GA, and agencies to prepare the required six-year facility plan by the statutory deadline.

We have prepared step-by-step instructions on how to complete the study. They are available online at <http://www.ofm.wa.gov/budget/documents/AgencyFacilityNeedsStudyInstructions.pdf>.

This long-term facility planning represents a new opportunity for the state, and we appreciate your efforts to make it successful. If you have questions, please contact Amy McMahan, OFM Facilities Oversight Assistant, at (360) 902-9824 or [amy.mcmahan@ofm.wa.gov](mailto:amy.mcmahan@ofm.wa.gov).