



# Facilities Oversight and Planning – Chapter 9 – Facility Costs Briefing

**Budget Officers Forum**

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**OFM**

OFFICE OF FINANCIAL MANAGEMENT

# Who we are and what we do:

OFM's [Facilities Oversight and Planning Program](#) oversees real estate procurement and management by applying a statewide perspective to analysis, long-term planning, policy development, and state facility portfolio management.



# Who we are and what we do:

The OFM Facilities Oversight and Planning program:

- Develops and submits a biennial [Six-Year Facilities Plan](#).
- Reports the state's [facilities inventory](#) and cost of leased and owned facilities.
- Establishes and implements [policies](#) on space use and other facilities issues.
- Analyzes and approves agency requests for new space or relocation of facilities using the OFM established [modified pre-design](#) process.
- Additional deliverables are detailed in our [Program Overview](#) document.

# Statewide Goals:

- Provide space that supports the business needs of state agencies.
- Provide space that is healthy, safe, and sustainable.
- Use the state's facilities efficiently.
- Use all the state's fund sources effectively.

[OFM Directive to Reduce Office Space](#)

# Statewide Goals:

20% reduction of leases expiring in fiscal years 2024 and 2025 was met.



Continued planning and focus is needed to:

Right-size owned spaces and make underutilized space available in owned buildings.

Reduce 30% of office space for leases expiring in fiscal years 2026 & 2027.

Report realized and unrealized savings to the Legislature.

# What's New:

- [Appendix 1: "What's new"](#)
- [Chapter 9: Facility Costs](#)
  - Overall goals are to:
    - Increase cost transparency as requested by our Legislature.
    - Validate facility costs by fiscal year.
    - Identify savings.
    - More effectively align agency decision packages with the biennial [Six-Year Facilities Plan](#).
- [Facility Cost Template](#)

## Key Reminders:

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- Chapter 9 includes detailed instructions and field-specific guidance for each tab.
- Share questions and feedback with your [agency's assigned facilities analyst](#).
- This exercise does not replace the DP process and applies to all agencies, including those that do not participate in six-year planning.
- OFM has created a customized [Facility Cost Template](#) for each agency.
  - Agencies must use the Facility Cost Template – other versions will not be accepted, but supplemental notes and assumptions may be attached.
  - Download your agency's template from OFM's [website](#).
  - Partner with your facility planning teams on costs and six-year planning assumptions.

# Upcoming Facility Planning Dates

- **June 23** – Inventory data due to OFM
- **July 1** – Six-Year Facilities Plan draft project request forms due to OFM
- **September 1** – Final Agency Desired Plans and project request forms due to OFM
- **September 10** – Agency Decision Packages and Facility Cost Templates due to OFM





We are here to help:

- Contact your assigned [OFM facilities analyst](#) or send an email to [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

# Questions?

