

**American Rescue Plan (ARP) State  
Fiscal Recovery Funds (SFRF)  
Request Form**

Please complete this form in accordance with  
the process instructions.

**Agency/Point of Contact:** Department of Administration / Wayne Waslaski

**Title of Request:** Facilities Strategic Planning, Space Reconfiguration, State Agency Tenant Relocation

**Date:** 8/4/2021 **Request Amount:** \$ 4,000,000

**Expenditure Time Period:** 8/16/2021 to 6/30/2023

**Brief Summary of Request:** (Summary must be complete on this page with supporting information attached)

In March 2020, the state workforce began teleworking en masse in an effort to reduce the spread of COVID-19. As a result, agencies are considering what their physical workspaces will look like in the future by implementing best practices for a safe work environment and deciding to reduce, consolidate, or relocate their offices in response to changing ratios of on-site and remote work.

This request is for Department of Administration (Admin) - on behalf of the entire enterprise - for \$4 million to complete and implement a comprehensive Facilities Strategic Plan for agency space consolidation, reconfiguration and relocation. Funds will cover costs for planning, space reconfiguration, and relocation. Providing funds for agencies to downsize and reconfigure their space will allow flexibility to make the best choices for the state and the citizens they serve. This investment will allow the state to avoid costs as a way to keep spending down while providing the services that Minnesotans expect. This planning prepares the enterprise to provide critical services and information to Minnesotans while complying with safety protocols and promoting and protecting the health of employees and visitors.

Such an effort should be strategically planned to ensure that the efforts meet the long-term needs of the state and to provide coordination across agencies. The abrupt change in how work is being accomplished highlights the critical importance of having an up-to-date strategic plan for locating state agencies. This plan will help guide state agency location decisions that are most effective for Minnesota. M.S. 16B.24 requires the Commissioner of Administration to regularly update the Real Estate Strategic Plan. Even though this is an industry best practice, the most recent plan was completed in 1993 and an update is needed to inform decisions on locating state agencies. The plan assesses the current and projected needs of state agencies along with the capacity of existing state-owned facilities and infrastructure. It also establishes design and locational criteria. Critically, it identifies needs for agencies to share space or to be near one another. The plan additionally develops strategies for ownership and leasing and identifies objectives for transportation management. Completing the plan is critical to helping agencies make good decisions about their space configurations.

A significant number of state agencies are intending to complete space reconfiguration in their current locations to achieve space reductions. This work would be completed in state-owned and leased facilities. The following are potential components of space configuration: space planning, demolition and disposal (furniture, IT), design services and minor construction work, re-installation of furniture, minor parts for modular furniture modifications, new IT Installation, safety and security improvements, relocations, and finish work.

**Lenora Madigan** Digitally signed by Lenora Madigan  
Date: 2021.08.17 19:31:17 -05'00'

Department Head Signature

8/17/2021

Date