

## One Washington Agency OCM Pool Instructions – Automatically Eligible

### Agency OCM Pool Description

The Agency OCM Pool provides resources – people – to conduct OCM activities for agencies during Phase 1a which is currently scheduled to go-live in July 2022. Agencies will not receive funding as part of the Agency OCM Pool and agencies will not be reimbursed for any OCM staff they may have already hired. One Washington will conduct all interviewing and hiring of Agency OCM Pool staff. Once hired, Agency OCM Pool staff will then be assigned to agencies based on agency need as outlined in the applications received before the application deadline.

Some large agencies may be eligible for more than one full time person, which will be determined by One Washington after reviewing each agency’s application. Conversely, some small agencies may only receive a shared resource (i.e., one full time resource may be assigned to support 2-3 small agencies). Staff will be a mix of contractors and state employees – some agencies will receive contractors and some agencies will receive state employees. The type of resource an agency will receive will be determined when and if the agency’s application is approved.

Agency OCM Pool staff provided to agencies will have the following guidelines:

- May only conduct OCM work directly related to One Washington (see below for examples of activities).
- Will have monthly reporting requirements to the One Washington OCM Team to show activities and deliverables completed by the resource(s). One Washington will provide more details on reporting requirements when and if your agency’s application is approved.

### Overall Timeline

Dates	Activity/Task
Today	Application instructions sent to AST Leads of eligible agencies
Week of 6/7	Agency OCM Pool Townhall
Week of 6/14	Agency OCM Pool Townhall
6/30/21	Agency applications due to One Washington by 5:00pm PST. Note, agencies are encouraged to submit applications to One Washington as soon as possible and not wait until the deadline.
7/1 – 7/16	Committee reviews applications and conducts follow-up with agencies if needed. Note, the committee will review applications as they come in. If agencies submit applications prior to 7/1, the committee will try

Dates	Activity/Task
	to begin reviewing those applications right away and not wait until 7/2.
7/30	All applications reviewed and all agencies notified of approval or disapproval and why
7/19 – 7/30	Appeal period for agencies who were disapproved. All appeals due to One Washington by 5:00pm PST on 7/30. Note: One Washington will provide more information about the appeals process to agencies that want to submit an appeal.
8/13	All appeals reviewed and all agencies notified of appeal approval or disapproval and why
Ongoing, as applications are received and approved	OCM staff assigned to agencies and begin work

**Application Instructions**

To apply for Agency OCM Pool resources agencies must submit the attached Microsoft Excel file titled “Agency OCM Pool\_Application.xlsx” to [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov) by 5:00pm PST on **6/30/21**. The application must be completed in its entirety – all fields must be completed on both tabs (unless the field is labeled as optional).

**Application Review Process**

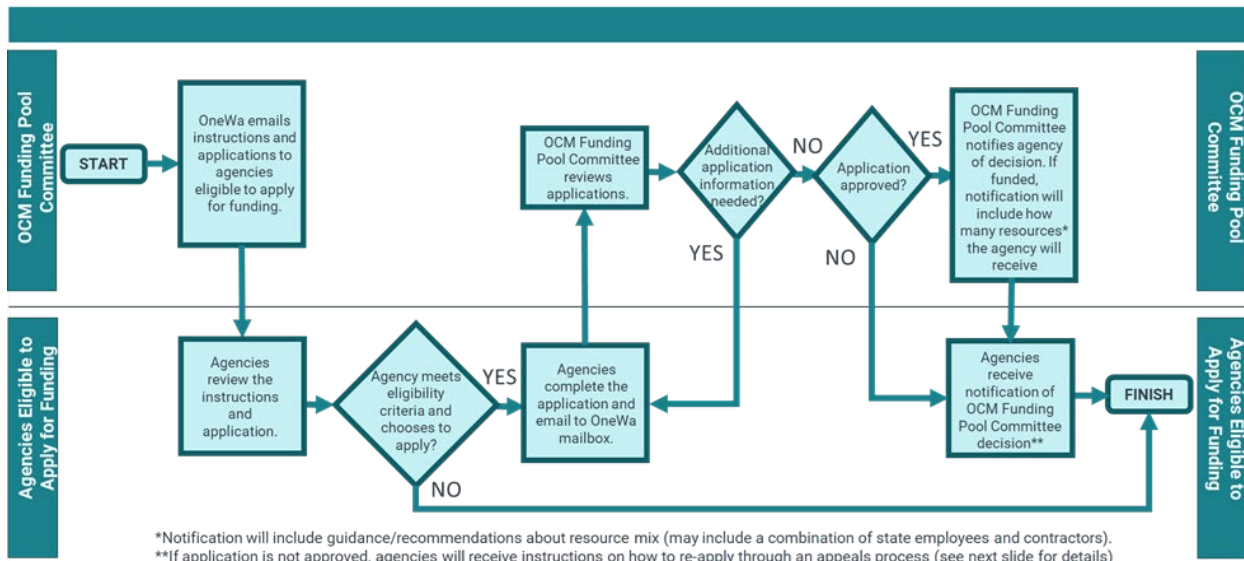
This section provides a summary of the steps included in the Application Review Process. At the end of this section is a process map to illustrate the end-to-end process.

1. **OneWa emails instructions and applications to agencies eligible to apply for funding –** Agencies eligible to apply for funding from the Agency OCM Pool will receive an email communication from the OneWa mailbox. It will be addressed to the Agency Support Team (AST) Lead. It will include instructions and an application form for the agency to complete.
2. **Agencies review the instructions and application –** Upon receipt of the email, the AST Lead should familiarize themselves with the instructions, application form, and submission deadline.
3. **Agencies Complete the Application and Email to the OneWa mailbox –** If the AST Lead determines their agency meets the requirements, they will work with agency leadership

and agency budget staff to complete the application and email it to the OneWa mailbox prior to the established deadline.

- 4. Agency OCM Pool Committee Reviews Applications** – The Agency OCM Pool Committee will review all applications that have been received. Based on the amount of OCM Funding available, they will decide on a case-by-case basis how many resources to allocate to each agency.
- 5. Additional Information Needed** – In the case of incomplete applications or situations where the Committee requires additional information to make a decision, they will email the AST Lead with follow-up questions. The request is that agencies please provide as much supporting detail as possible in the initial application to minimize the need for follow-up discussion.
- 6. Application Approved** – After the Committee has received all of the applications, they will make a decision about if the request is funded and, if so, how many resources will be provided to the agency.
- 7. One Washington Notifies Agencies of Decision** – If the Committee decides to provide funding to the agency, they will send an email to the AST Lead indicating how many resources they will be provided. If the Committee decides not to provide funding to the agency, they will send an email to the AST Lead explaining the decision and steps for re-applying through the appeals process if they wish.

## OCM Funding Pool Application Process



### Example OCM Activities

Below is a list of example activities that Agency OCM Pool resources will be expected to complete, with the support of the One Washington OCM program. This list is not exhaustive and provides some examples of approved activities. Agencies will be expected to monitor what activities Agency OCM Pool resources are performing to ensure they are within scope of One Washington OCM activities.

- Developing customized OneWa OCM plan for each agency (based on the OneWa program OCM plan) that address unique changes, challenges, and impacts for the agency.
- Leading and facilitating OneWa OCM activities for the agency.
- Organizing and implementing OCM activities at agency facilities in regions, counties, and/or offices located throughout the state.
- Advising AST Lead and Sponsor on agency-specific OneWa OCM activities.
- Developing clear understanding of the change from current-state to future-state and how it will impact agency staff (and communicating that to the impacted staff).
- Developing documents and conducting activities to help prepare managers and agency leadership for the change, and how they can help prepare their staff.
- Receiving and implementing OCM activities from the OneWa OCM team.
- Tracking and reporting on all OCM activities to the OneWa OCM team.
- Escalating issues and concerns through the AST and OCM structure.

- Checking in with agency leadership and serving as a conduit to raise leadership concerns/issues to OneWa to maintain leadership alignment.
- Working with the OneWa OCM team to develop agency-specific change impacts and resultant training requirements.
- Receiving OneWa communications products and working with agency communications staff to tailor communications and distribute to the agency.
- Using OneWa OCM templates (such as Townhall Slide Templates) to create OCM products for the agency.

Thank you,

**The One Washington Team**

[OneWa@ofm.wa.gov](mailto:OneWa@ofm.wa.gov)

