**Agency OCM Pool: Eligible by Exception Request Form**

**Instructions:** This a two-part application process. This form is part 1. Please read this form in its entirety and carefully consider the Eligible by Exception Request Justification at the bottom of this page. If you feel you have a strong enough case to submit a request, please write a response using the space below. After writing your response, proceed to part 2 which is the attached Excel file. If after reading this form, you decide your agency doesn’t meet the requirements for an exception request, no further action is required.

**Purpose:** This form is designed to allow select agencies pre-determined to be ‘eligible by exception only’ to apply for the Agency OCM Pool. Your Agency may have been determined to be eligible by exception for one or more of the reasons below.

* Your agency may be relatively small (total headcount) and therefore does not require as much OCM support.
* You may have existing OCM resources that can support One Washington OCM activities.
* You have very limited or no system impacts in Phase 1a.
* Your responses to Readiness Assessment #2 may have indicated that you have a level of people readiness that is at a solid level and/or that you have sufficient OCM capacity to support One Washington OCM activities.

This is an opportunity for you to make the business case for eligibility. Not being selected for application eligibility does not mean that One Washington will stop providing OCM support to your Agency. Not being selected, however does mean that you will not receive a dedicated agency OCM resource from the Agency OCM Pool.

We will be holding Town Halls from 6/7 – 6/18 about this process and the criteria noted above and encourage you to use it as a platform to ask questions. Please refrain from sending any questions until we conduct those townhalls.

Thank you!

**Exception Request Justification:** On the next page, please indicate why your Agency should be eligible to apply for an Agency OCM Pool resource. In your response, please emphasize any unique or complex factors that we should consider in determining your eligibility.

**Agency Response for an Exception Request for the Agency OCM Pool:**