

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Administration Part: 103 Page: 1 of 8 Date: May 2005
Title: Securing Facilities	

SECTION I: Policy

[Attachments](#)

SUBJECT: Securing Facilities

REFERENCES: 1. Space Management Act of 1976
2. Georgia Laws 1976, p. 252, et. seq.
3. State Government Reorganization Act of 1972

It is the policy of the Division of Family and Children Services that requests to secure office space be routed through the DFCS Administrative Support Section and the Department of Administrative Services (DOAS) Division of Space Management.

County Directors will serve as the initial approval authorities for all facility costs, charges, alterations, or new facilities. The final authority for facility cost resides with the DFCS Administrative Support Section.

The procedures outlined below apply to County Directors and others who are securing office space.

SECTION II: Procedures

A. Initial Request for Space

1. A request for space begins with the County Director making a request to the DFCS Administrative Support Section via DFCS Request for Space Form, outlining the need for the requested action. A copy of the form must be sent to the DFCS Administrative Support Section. The County Director will also submit written justification/documentation for any proposed rent increases or facility changes.
2. The request will be considered for appropriateness and proper documentation of need by the Administrative Support Section. Approved requests will be forwarded to the DHR Building Services Unit which will process them and forward to the DOAS Division of Space Management.

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 2 of 8 Date: May 2005
---	--

3. If the requested action is for new or increased space, a determination must be made by DOAS as to the need and availability of such space through a site survey. In the case of commercial leases, DOAS will negotiate the lease.

In the case of Maintenance-in-Lieu (MIL), DOAS recommendations will be negotiated by the County Director with final approval by the DFCS Administrative Support Section.

4. If the requested action is for MIL or Third-Party Lease Renewals, the County Director will handle negotiations, provided that sufficient funds are available to support the requested action. The County Director will consult with the DFCS Local Operation Unit to determine the availability of funds. Final approval rests with the DFCS Administrative Support Section.
5. If the requested action is for a Lease Cancellation initiated by the County, it is the responsibility of the County Director to notify the DFCS Local Operations Unit via letter with complete notification of any lease cancellation requirement at least sixty (60) days in advance of the anticipated cancellation date. However, should the building occupants, authorized representative, or the County Office receive notification, either verbally or in writing from the lessor or his agent, of intended cancellation, the DFCS Local Operations Unit must be notified immediately--verbally and in writing by the County Director. If written documentation exists to support this action, a copy of such documentation must be attached. In these events the DFCS Local Operations Unit will process the termination requirement through all appropriate State Agencies.

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 3 of 8 Date: May 2005
---	--

B. RENEWAL OF COMMERCIAL LEASE CONTRACTS

DFCS Leasing
Specialist:

Compiles list of Lease Renewals for each office in the state.

Establishes and notifies County Director(s) of Lease Renewal Timetable.

Prepares Lease Package for each Office.

Sends Renewal Packages that contain the following items to County Director(s):

1. County Office Renewal Package:
 - a. DHR - Contract Renewal Letter for Office Space. (See Attachment #1, Form 5044.)
 - b. DFCS - Request for Space Form. (See Attachment #2.)
 - c. Letter of Instructions.
2. Other Office Renewal Package:
 - a. DHR - Contract Renewal Letter for Office Space. (See Attachment #1, Form 5044.)
 - b. DFCS - Request for Space Form. (See Attachment #2.)
 - c. DHR Form 5042 - Financial Annex for Lease and Service Contracts. (See Attachment #3.) NOTE: Only State Office initiates this form.
 - d. Letter of Instructions.

DFCS County Director: Receives and reviews County Office Renewal Package. Prepares County Office Renewal Package for each lease in County.

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 4 of 8 Date: May 2005
---	--

Returns each completed Renewal Package to DFCS Administrative Support Section.

DFCS Leasing Specialist:

Receives, reviews and verifies each Lease Package with previous years' leases.

Apprises the DFCS Unit Chief, DFCS Section Director, and DFCS Division Director of any deviations in the lease(s).

Obtains appropriate signatures, approves, and signs off on package(s).

Submits lease(s) to Building Services Director.

DHR Building Services Director:

Receives, reviews and verifies for accuracy.

Obtains signature of Division Director, Property and Space Management Division, DOAS for contract renewal letter for office space.

1. Forwards signed letter for contract renewal by CERTIFIED MAIL to landlord

AND

2. Prepares memo and forwards with two copies of signed contract renewal letter to Leasing Specialist.

DFCS Leasing Specialist:

Receives and retains approved and signed copy of contract renewal letter for files.

Forwards one copy of approved and signed contract renewal Letter to County Director.

DFCS County Director:

Receives and retains copy of a contract renewal letter.

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 5 of 8 Date: May 2005
---	--

- Landlord: Receives and decides between two options:
1. Accepts signed contract renewal letter as prepared. (This action would complete process.)
 2. Elects to exercise escalation clause if applicable (which would require the following action.)
- If escalation is desired, makes request to County Director.
- Provides written documentation of increase elements of expense to County Director.
- DFCS County Director: Receives written documentation from landlord and prepares cover memo recommendation.
- Submits cover memo, request, and documentation to Leasing Specialist.
- DFCS Leasing Specialist: Receives recommendation, confers with DFCS Unit Chief, DFCS Section Director, and DFCS Division Director for approval.
- If disapproved, notifies County Director.
- If approved, prepares a revised contract renewal letter which reflects changed monthly rental rate and the following steps are repeated for completion of revised contract:
- Submits lease(s) to Building Services Director, Office of Support Services, DHR.
- DHR Building Services Director: Receives, reviews and verifies for accuracy.
- Obtains signature of Division Director, Property and Space Management Division of DOAS, on Contract Renewal Letter for

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 6 of 8 Date: May 2005
---	--

Office Space.

1. Forwards revised, signed letter for contract renewal by CERTIFIED MAIL to landlord

AND

2. Prepares memo and forwards with two copies of signed contract renewal letter to Leasing Specialist.

DFCS Leasing Specialist:

Receives and retains approved and signed copy of contract renewal letter for files.

Forwards 1 copy of approved and signed contract renewal letter to County Director.

DFCS County Director:

Receives and retains copy of revised renewal letter.

Landlord:

Receives and accepts revised contract renewal letter as prepared. (This action would complete process.)

C. MAINTENANCE IN LIEU (MIL) PROCESSING

DFCS Leasing Specialist:

Compiles list of MILs in public buildings/or third party lease agreement for each DFCS office in the state.

Establishes and notifies County Director(s) of MILs Renewal timetable.

Prepares MIL Package for each County DFCS Office.

Sends MIL Renewal Packages that contain the following items to County Director(s):

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Administration Part: 103 Page: 7 of 8 Date: May 2005
Title: Securing Facilities	

1. County Office MIL Renewal Package:
 - a. DHR - Form 746 - MIL (five copies). (See Attachment #4.)
 - b. DFCS - Request for Space Form. (See Attachment #2.)
 - c. Letter of Instructions.

DFCS County Director: Receives and reviews instructions for County MIL Renewal Package.

Prepares MIL Package for each lease in County.

Returns each completed MIL Package to DFCS Administrative Support Section.

DFCS Leasing Specialist: Receives, reviews, compares, and verifies each MIL Package with previous year.

Apprises the DFCS Unit Chief, DFCS Section Director, and DFCS Division Director of any deviations in the MIL.

Obtains appropriate signatures, approves, and signs off on package(s).

Submits MILs to Building Services Director, Office of Support Services, DHR.

DHR Building Services Director: Receives, reviews and verifies for accuracy.

Obtains signature of Division Director, Property and Space Management Division of DOAS, and DHR Commissioner.

Forwards one signed MIL by CERTIFIED MAIL to landlord.

Prepares cover memo and forwards with two copies of signed MIL

Department of Family and Children Services Administration Policies and Procedures Manual Title: Securing Facilities	Section: Administration Part: 103 Page: 8 of 8 Date: May 2005
---	--

to Leasing Specialist.

DFCS Leasing
Specialist:

Receives and retain approved and signed copy of MIL for files.

Forwards one copy of approved and signed contract MIL to
County Director.

Landlord:

Receives and accepts signed MIL as prepared. (This action would
complete process.)

SECTION III: Attachments

Attachment #1 - Form 5044 (Rev. 7-90) DHR Agency Contract Renewal Letter

Attachment #2 - DFCS Request for Space

Attachment #3 - Form 5042 (Rev. 7-77) Financial Annex for Lease

Attachment #4 - Form 746 (Rev. 3-84) Local Statement of Service and Maintenance Cost in Lieu of
Rent in Public Buildings or Third Party Leasing Arrangement