

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Table of Contents

- 54.1 General
 - 54.2 Materials required
 - 54.3 Definitions
 - 54.4 Reporting instructions
 - 54.5 Supporting information on actual, planned, and requested changes in the inventory
- Ex-54 Space Budget Justification

Summary of Changes

Only accounts that make rent payments to the GSA Federal buildings fund will use object class 23.1. Classify all other payments for rent under object classes 23.2 and 25.3. Do not report pass-through payments; if an account makes a payment to another account that then pays GSA, the first account will classify the payment under object class 25.3 (section 54.4).

No longer requires information for BY+2.

54.1 General.

If your agency obligates more than \$5 million annually for rental payments to GSA or to others (e.g., other Federal agencies or commercial landlords) for rental of space, structures and facilities, and land and building services, you must submit a space budget justification in the format of exhibit 54. OMB uses this information to evaluate your budget request for rent in the context of personnel and program changes (e.g., downsizing). The General Services Administration (GSA) uses this information to refine its estimates of rental costs. You should use this information to analyze your space requirements and rental costs.

For reporting purposes, *include* amounts for the services covered by the basic rental charge assessed by GSA as obligations for rental payments to GSA, but *exclude* above standard services, such as security or cleaning provided to agencies. Use line D, "Total Annual Rental" plus line 14a "Billing Adjustments and Corrections, Current Year" to calculate the amount on the line "GSA rent estimate" of exhibit 54. These amounts are already *net* of obligations for operations delegations (see line 8 on the monthly GSA bill and on the GSA budget estimate). Therefore, if you have facilities delegated from GSA, you do not need to reduce bill amounts or budget estimates on exhibit 54.

Make your obligations for rental payments to GSA (Part 1 of exhibit 54) and your obligations for other space services paid to non-GSA entities (Part 2) consistent with data reported as rental payments under the appropriate object classes (see section 54.4).

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

54.2 Materials required.

You must submit an overall summary report in the format of exhibit 54 for the agency as a whole. This report provides a justification of your agency's budget request for rent. In addition, you must submit a separate report for each bureau or subordinate organization that makes rental payments. Submit a single agency-wide summary report if these costs are paid for centrally from one account.

You must complete exhibit 54 using an electronic spreadsheet (Excel or Lotus) available from GSA (phone: 202-501-4159 or www.gsa.gov/15B). The spreadsheet format includes inflation factors to calculate outyear estimates automatically and it generates total obligations for rental costs and funding sources.

The report contains information for PY through BY+1 on:

- C Rental payments to GSA, which reconciles the GSA rent estimate with actual, planned, and requested changes in inventory.
- C Funding sources for these rental payments to GSA.
- C Rental payments to others, both non-Federal and Federal sources.
- C Supporting detail on all changes from the GSA rent bill or GSA estimates of rental costs (see section 54.5).

Your submission must support your budget year request and list all applicable appropriations and/or other funding sources by account.

Report space requirements to the nearest square foot; state obligations in thousands of dollars and round to the nearest thousand. Where an amount falls exactly halfway in between, round to the nearest even figure (for example, both \$11,500 and \$12,500 round to \$12.) Do not identify amounts of \$500 or less.

Provide copies of these materials to GSA (attention: PBS, Director of Revenue Division (PHR), 18th and F Streets, NW, Washington, D.C. 20405) at the same time you submit them to OMB.

54.3 Definitions.

Agency means departments and establishments of the Government, and **bureau** means the principal subordinate organizational units of an agency.

GSA bureau code means the agency/bureau code(s) recorded on the GSA rent bills or GSA budget estimates for each bureau making rental payments. (This number is *not* the same as the 3-digit OMB bureau code described in section 79.2 and Appendix C.)

GSA budget estimate means a document developed by GSA and sent to customer agencies once a year. Each year, this document provides budget year data on estimated assigned space and the associated costs of that space. It is used by GSA's customers for planning and budgeting purposes. You should use this year's GSA budget estimate (available this summer) to report the GSA rent estimate for the CY and BY.

OMB-approved inflation factor means the inflation factor used in the GSA budget estimate. Mid-Session Review inflation factors will be used for BY+1 (2.1 percent); the BY inflation factor will be provided later. The electronic spreadsheet format provided to you will use these factors to automatically inflate certain outyear estimates.

Chargeback means the process by which GSA's customers contest a GSA billing. If you claim a chargeback, you are required to complete a Standard Form 238, "SIBAC Adjustment Voucher For Chargeback" and provide supporting chargeback data justifying your claim.

54.4 Reporting instructions.

The following table explains the information needed to prepare the space budget justification (see exhibit 54). The justification consists of two parts:

- Rental payments to GSA (Part 1); and
- Rental payments to others (Part 2).

Subtotals, totals, and certain other entries indicated in **boldface** will be automatically calculated (see exhibit 54).

INFORMATION REQUIRED FOR THE SPACE BUDGET JUSTIFICATION

Entry	Description
	State obligations in thousands of dollars, rounded to the nearest thousand. Report space requirements to the nearest square foot.
	Report net estimates of rental costs and square feet (i.e., net of any adjustments within the relevant category being reported).
PART 1. RENTAL PAYMENTS TO GSA	In Part 1, include information on rental payments to GSA only. Report data on rental payments to others in Part 2.
GSA rent estimate	For the PY, report amount of the annual (i.e., full year) rental cost using the monthly GSA bill with the same date as the date on the GSA budget estimate for the BY to determine the annualized cost. Report the total square feet in the monthly GSA rent bill with the same date as the date on the GSA budget estimate for the BY. (The monthly GSA bill reflects total square feet billed for the month.) For CY, report the square feet and rent estimate reflected in the CY column of GSA budget estimate for the BY. For BY, report the square feet and rent estimate reflected in the GSA budget estimate for the BY. <i>Note: GSA will provide agencies with the supporting documentation for the BY budget estimate, as required.</i>

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Entry	Description
	The electronic spreadsheet will calculate rent estimates for BY+1 automatically using OMB-approved inflation factors. Estimates of square feet will be generated by the spreadsheet for BY+1 at the BY level.
Chargebacks <i>Use for PY only.</i>	Report the net amount of any chargeback (resolved or unresolved) for the PY that has not been reflected in the monthly rent bill used above and the associated net square feet.
Actual changes in inventory <i>Use for actual changes in space inventory that have already occurred and are not reflected in the monthly PY rent bill.</i>	For the PY, report the net amount of actual changes in the inventory and adjustments in associated net square feet, by category (e.g., vacated space, new space, etc.). Adjustments may be an increase or decrease from the monthly rent bill used above for PY and may include disputes over rates, space classifications, and current space requirements.
<i>Use for actual changes in space inventory that have already occurred and are not reflected in GSA budget estimates for CY and BY.</i>	For the CY, include, by category, the net amount of actual changes in inventory and associated adjustments in net square feet that are not reflected in the CY column of the BY budget estimate.
<i>Use the following categories to report adjustments:</i>	For the BY, include by category, the net amount of actual changes in inventory and associated adjustments in net square feet that are not reflected in GSA budget estimates for the BY.
Vacated space	
New space	
Changes to existing space	
Other adjustments	Use this entry for other adjustments not related to anticipated inventory adjustments or programmatic changes (e.g., space type or square feet adjustments).
Statutorily-imposed rent caps	Report only on those rental payments to GSA that agencies consider constrained for legal reasons. Include as a footnote the legal reference (i.e., public law citation).
	Supporting detail must be provided, as described in section 54.5.
	<i>NOTE. -- Report any adjustments that have occurred due specifically to planned inventory and/or requested programmatic changes under those categories, as described below.</i>
Joint use space	For the PY, report amount of the annual (i.e., full year) joint use space cost, using the same monthly rent bill used above to determine the annualized cost.

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Entry	Description
	<p>Report the total square feet for joint use space in the monthly rent bill. (The rent bill reflects total square feet for joint use space for the year.)</p> <p>For the CY, report the space cost and square feet shown in the CY column of the GSA budget estimate for BY.</p> <p>For the BY, use the joint use space cost and square feet identified in the GSA budget estimate for BY.</p> <p>For BY+1, costs will be automatically inflated and square feet will be straightlined at the BY level.</p>
<p>Planned changes to inventory</p> <p><i>Use for inventory changes in the planning stage.</i></p>	<p>Report adjustments for approved and funded inventory changes that are currently in the planning stage (i.e., space is not yet occupied).</p> <p>Note that the spreadsheet includes a matrix with columns and rows for the years PY-BY+1. Use the PY row to report planned changes beginning in the PY; the CY row for planned changes beginning in the CY, etc., as described below.</p> <p>In the PY row of the PY column, include the net effect (cost and square feet) of all planned inventory changes for the PY that are not included in the PY GSA rent bill. Costs reported in this row of the PY column represent the part-year costs from the date of the inventory change through the end of the PY. Costs reported in the CY column of the PY row are the full-year costs for all part-year assignment included in the PY column and row. The remaining data (cost and square feet) for this row will be automatically generated.</p> <p>For the CY row of the CY column, include the net effect (cost and square feet) of all planned inventory changes beginning in the CY that are not included in the CY column of the GSA budget estimate for the BY. Costs reported in this row of the CY column represent the part-year costs from the date of the inventory change through the end of the CY. Costs reported in the BY column of the CY row are the full-year costs for all part-year assignment included in the CY column and row. The remaining data (cost and square feet) for this row will be automatically generated.</p> <p>Complete the remaining rows (for BY-BY+1) in the matrix in the same manner.</p> <p>For the BY, use the GSA budget estimate for the BY as the basis for determining net inventory changes.</p> <p>For BY+1, use the GSA rent estimate for those years (generated by the spreadsheet) as a basis for determining inventory changes.</p>

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Entry	Description
	<p>Supporting detail must be provided, as described in section 54.5.</p> <p>Requested program changes <i>Use for CY through BY+1.</i></p> <p>Report inventory changes that will result from changes in programs that are reflected in the President's CY Budget (for the CY row) and that are requested in the agency's BY budget submission to OMB (for the BY-BY+1 rows)</p> <p>For the CY row of the CY column, include the net effect (cost and square feet) of all inventory changes due to program changes beginning in the CY that are not included in the GSA budget estimate for the CY. Report costs in this row of the CY column that represent the part-year costs from the date of the inventory change through the end of the CY. Report costs in the BY column of the CY row that are the full-year costs for all part-year assignment included in the CY column and row. The remaining data (cost and square feet) for this row will be automatically generated.</p> <p>Complete the remaining rows (for BY-BY+1) in the matrix in the same manner.</p> <p>For the BY, use the GSA budget estimate for the BY as the basis for determining net inventory changes.</p> <p>For the BY+1, use the GSA rent estimate (generated by the spreadsheet) as the basis for determining program changes.</p> <p>Supporting detail must be provided, as described in section 54.5.</p>
<p>Total, net rental payments to GSA</p>	<p>Make total obligations for a year equal to total estimated obligations for net rental payments to GSA (including any adjustments reported above) for that year (i.e., your best estimate of what GSA will actually be paid).</p> <p>Make totals for square feet represent the net space for which GSA will actually be paid.</p>
<p>FUNDING SOURCES FOR RENTAL PAYMENTS TO GSA</p>	
<p>Funded by direct appropriations: Account title and ID code</p>	<p>List each direct appropriation that funds rental payments to GSA, by account title and identification (ID) code. Use a 9-digit ID code, that includes the OMB agency/bureau code, followed by the 4-digit basic account symbol assigned by Treasury (xxx-xx-xxxx) (see section 79.2).</p> <p>For PY-BY+1, include the amount of obligations for rental payments to GSA that are funded from annual appropriations and permanent appropriations to general, special, and trust funds.</p> <p><i>If there are more than three accounts listed, change the electronic spreadsheet to add rows, as needed.</i></p>

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Entry	Description
Subtotal, direct appropriation	Report the sum of amounts of direct appropriations for a year for accounts listed. <i>If more than 3 accounts are listed, change the spreadsheet formula to calculate the amount funded by direct appropriations.</i>
Funded by other sources: Account title and ID code	List all other sources of funding for rental payments to GSA (i.e., other than direct appropriation) by account title and ID code (described above). Include additional information on the line stub to identify the source of funding, as necessary. For PY-BY+1, include the amount of obligations for rental payments to GSA that are funded from reimbursements, other offsetting collections, and allocations. <i>If there are more than three accounts listed, change the electronic spreadsheet to add rows, as needed.</i>
Subtotal, other funding sources	Report the sum of amounts for other funding sources for a year for accounts listed. <i>If more than 3 accounts are listed, change the spreadsheet formula to calculate the amount funded by other sources.</i>
Total, net rental payments to GSA (object class 23.1)	Report the sum of amounts paid to the GSA Federal building fund for all funding sources (direct appropriations plus other funding sources) for a year for accounts listed. Report amounts that are consistent with obligations classified as "Rental payments to GSA" (object class 23.1). Make the totals for each year equal to the corresponding "Total, net rental payments to GSA" reported above (see exhibit 54).
PART 2. RENTAL PAYMENTS TO OTHERS	In Part 2, report information on rental payments to Federal agencies other than GSA and to entities outside the Federal Government. Exclude data on rental payments to GSA, which are reported in Part 1.
Non-Federal sources (object class 23.2)	Include obligations for possession and use of space, land, and structures leased from non-Federal sources (i.e., commercial landlords). Report amounts reported consistent with obligations classified as "Rental payments to others" (object class 23.2).
Federal sources other than GSA (object class 25.3)	Include obligations for payments to Federal agencies other than GSA for space, land, and structures that are subleased or occupied by permits, regardless of whether the space is owned or leased. <i>Note:</i> Typically, with the approval of the Administrator of GSA, you may sublease your GSA-assigned space to another agency or bureau. In such cases, if you are the agency assigned the space by GSA, report rental payments for this space in Part 1 as "Rental payments to GSA". If you are the agency or bureau subleasing space from another agency or bureau, report payments for the sublease in Part 2 as "Federal sources other than GSA".

SECTION 54 -- RENTAL PAYMENTS FOR SPACE AND LAND

Entry	Description
	Report amounts reported consistent with obligations for rental payments to Federal sources reported as "Purchases of goods and services from Government accounts" (object class 25.3).
Total, rental payments to others	Report the sum of amounts as rental payments to non-Federal sources and to Federal sources other than GSA. Make the totals consistent with rental obligations classified in object classes 23.2 and 25.3.

54.5 Supporting information on actual, planned, and requested changes in the inventory.

In addition to the space budget justification, you must provide detail supporting all changes to the PY GSA monthly rent bill used to prepare exhibit 54 and all changes from GSA budget estimates for CY and BY. For each change, include the GSA bureau code, the GSA building number (if known), city and State, type of action, effective date, square feet, and rent. For any program changes requested, provide supporting information that identifies the program initiatives related to the requested changes. In addition, provide a list that identifies major acquisitions, renovations, or consolidations required to implement agency planned space changes, as well as the timing, amount of work space, and cost of each action.

Space Budget Justification

PY-past year BY-budget year
 CY-current year BY+1-budget year plus one

Agency _____
 Bureau _____
 GSA Bureau Code _____

Shaded entries are automatically generated by the electronic spreadsheet.

Note: The PY GSA RENT estimate is based on the monthly rent bill with "date of inventory" that matches the GSA Budget estimate for BY. CY and BY rent estimates are taken from the GSA budget estimates for the BY.

Round dollars to the nearest thousand, as required by section 54.2. Report space requirements to the nearest square foot.

Department of Government
 (obligations in thousands of dollars)

	PY		CY		BY		BY+1	
	Sq. Ft.	\$	Sq. Ft.	\$	Sq. Ft.	\$	Sq. Ft.	\$
PART 1: RENTAL PAYMENTS TO GSA								
GSA rent estimate	26,500,000	\$400,000	28,300,000	\$425,000	28,300,000	\$438,000	28,300,000	\$447,636
Chargebacks: (FY 1999 only)	833,000	\$10,000						
Actual changes in inventory:								
Vacated space	-500,000	-\$4,000	-500,000	-\$7,500	-500,000	-\$7,658	-500,000	-\$7,826
New space	1,000,000	\$10,000	1,000,000	\$15,000	1,000,000	\$15,315	1,000,000	\$15,652
Changes to existing space	50,000	\$700	50,000	\$750	50,000	\$766	50,000	\$783
Other adjustments								
Statutorily imposed rent caps								
Joint use space	100,000	\$1,500	100,000	\$1,500	100,000	\$1,532	100,000	\$1,565
Planned changes to inventory:								
PY	200,000	\$2,000	200,000	\$3,000	200,000	\$3,063	200,000	\$3,130
CY			100,000	\$1,200	100,000	\$1,500	100,000	\$1,533
BY					135,000	\$1,750	135,000	\$2,150
BY+1							115,000	\$1,000
BY+2								
Requested program changes:								
CY			115,000	\$1,000	115,000	\$1,700	115,000	\$1,737
BY					100,000	\$1,200	100,000	\$1,500
BY+1								
BY+2								
Total, net rental payments to GSA	28,183,000	\$420,200	29,365,000	\$439,950	29,600,000	\$457,168	29,715,000	\$468,860
FUNDING SOURCES FOR RENTAL PAYMENTS								
Funded by direct appropriations:								
Account title and ID code:								
Acct. 1 Salaries and expenses 016-10-1166		\$388,450		\$385,000		\$390,000		\$395,000
Acct. 2								
Acct. 3								
Subtotal, direct appropriations		\$388,450		\$385,000		\$390,000		\$395,000
Funded by other sources:								
Account title and ID code:								
Acct. 1 Water resources control 016-12-2650		\$31,750		\$54,950		\$67,168		\$73,860
Acct. 2								
Acct. 3								
Subtotal, other funding sources		\$31,750		\$54,950		\$67,168		\$73,860
Total, net payments to GSA (object class 23.1)		\$420,200		\$439,950		\$457,168		\$468,860
PART 2: RENTAL PAYMENTS TO OTHERS								
Non-Federal sources (object class 23.2)	24,000,000	\$290,000	25,000,000	\$300,000	22,900,000	\$275,000	22,900,000	\$275,000
Federal sources (object class 25.3)	150,000	\$1,800	150,000	\$1,800	150,000	\$2,000	150,000	\$2,000
Total, rental payments to others	24,150,000	\$291,800	25,150,000	\$301,800	23,050,000	\$277,000	23,050,000	\$277,000

Dollar amounts for "Total, net rental payments to GSA" above should equal the corresponding entries at the end of Part 1. Supporting detail is required on each actual, planned, and requested change in inventory (see section 54.5).

Pursuant to section 83.11, only payments made directly to the GSA Federal buildings fund should be classified as object class 23.1. All other rental payments should be classified as object class 23.2 or object class 25.3.