

Lease Scorekeeping Classification Workbook

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<p>In accordance with the revised guidance issued under RSL 2008-03, Determination of Operating or Capital Lease Classification for Budget Scorekeeping Purposes, EVERY * lease action must be evaluated against the following criteria as found in OMB Circular No. A-11, Appendix B. (* For lease extensions, a Determination of Operating Lease Classification for Lease Extension Memorandum must be completed by the realty contracting officer.)</p> <ol style="list-style-type: none"> i. Ownership of the asset remains with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease period. ii. The lease does not contain a bargain-price purchase option iii. The lease does not exceed 75 percent of the estimated economic life of the asset. iv. The asset is a general-purpose asset rather than being for a special purpose of the Government and is not built to the unique specification of the Government as lessee. v. There is a private sector market for the asset. vi. The project should not be constructed on Government-owned land ** vii. There should be no provision of Government financing and no explicit Government guarantee of third party financing. viii. Risk of ownership of the asset should remain with the lessor unless the Government was at fault for such losses. <p>** Arrangements entered into using the authorities granted under Section 412 Public Law 108-447, 118 Stat 2809, 3259 & 40 USC 585c must be reviewed by the GSA Office of General Counsel and the Office of Management and Budget.</p> <p>A "90 percent" scoring calculation is also required under those lease scenarios and project phases as noted (☑). A value for site must be used in the fair market value (FMV) calculation where indicated. Where noted, a zero value can be used in the calculation.</p> <p>The "90 percent" scoring calculation is the calculation to determine</p> <ol style="list-style-type: none"> ix. The present value of the minimum lease payments over the life of the lease does not exceed 90 percent of the fair market of the asset at the inception of the lease 				
PROJECT PHASE				
LEASE SCENARIOS	Requirement Development Phase	Prospectus Submittal to CO	Apparent Successful Offer	Value for Site Required ***
Planned Lease Construction Term - any RSF - any	☑ Evaluate against criteria i-ix	☑ Evaluate against criteria i-ix ****	☑ Evaluate against criteria i-ix	☑
Below Prospectus Lease Term > 5 years RSF < 10,000	Evaluate against criteria i-viii	N/A	☑ Evaluate against criteria i-ix	Use Zero if value not readily available
Below Prospectus Lease Term > 5 years RSF > 10,000	☑ Evaluate against criteria i-ix	N/A	☑ Evaluate against criteria i-ix	☑
Below Prospectus Lease Term < 5 years RSF > 0	Evaluate against criteria i-viii	N/A	Evaluate against criteria i-viii	N/A
Prospectus Level Lease Term < 5 years RSF > 0	Evaluate against criteria i-viii	Evaluate against criteria i-viii	Evaluate against criteria i-viii	N/A
Prospectus Level Lease Term > 5 years RSF > 10,000	☑ Evaluate against criteria i-ix	☑ Evaluate against criteria i-ix	☑ Evaluate against criteria i-ix	☑

*** Must include a documented and justifiable value for site.

**** Required if Planned Lease Construction is above the statutory prospectus level.

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Instructions

How to Use this Workbook

Part 1 - Requirements Development

This worksheet should be completed by the Realty Specialist at the Requirements Development Phase and should be submitted to the Office of Portfolio Management.

Part 1a - Preliminary Determination

This worksheet should be completed by the designated Portfolio Management employee upon receipt of Part 1 and returned to the Realty Specialist.

Part 2 - Offer Details

This worksheet should be completed by the Realty Specialist in accordance with the scoring guidance contained in the 2008 Scoring RSL and should be submitted to the Office of Portfolio Management.

Part 2a - Final Determination

This worksheet should be completed by the designated Portfolio Management employee upon receipt of Part 2 and returned to the Realty Specialist within 3 days for leases below the statutory prospectus level and 15 days for leases above the statutory prospectus level.

Levelized Rent Worksheet

If the lease agreement calls for escalation of the base rent, a levelized rent must be calculated and inputted into the scoring analysis worksheet. This worksheet should be completed by the Realty Specialist and reviewed by designated Portfolio Management employee.

GCCRG

Look Up Table + 20%

"90 Percent" Scoring Calculation

Each tab provides a link to the respective worksheet.

These worksheets should be completed by the qualified employee in the regional Office of Portfolio Management in accordance with the scoring guidance contained in the 2008 Scoring RSL and should be returned to the Realty Specialist for inclusion in the official lease file and eLease.

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(This form, signed by the Realty Specialist and Director of Portfolio Management or designee, is required for **EVERY** GSA lease. The realty specialist must keep the original and all supporting documents in the lease file, and upload a scanned copy into e-Lease. Unless otherwise provided by agency directive, this document must only be used for internal, deliberative purposes, and must not be released outside GSA without the prior consent of the National Office of Real Property Asset Management and the Office of General Counsel.)

PART 1 - REQUIREMENTS DEVELOPMENT

This sheet must be completed by Realty Specialist at the Requirements Development Phase and be submitted to the designated Portfolio Management employee for review.

Realty Specialist		Phone		Email			
Portfolio Associate		Phone		Email			
Date		STAR Project Number		Lease Action			
Client Agency (s)				<input type="checkbox"/> New <input type="checkbox"/> Superseding <input type="checkbox"/> Replacing <input type="checkbox"/> Modification (SLA) <input type="checkbox"/> Succeeding			
		Is the lease expected to be a Prospectus level lease?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Total USF Proposed		(FY08 net rent does not exceed \$2,590,000)*					
Total RSF Proposed	years	Anticipated Annual Net Rent		\$	-		
Full Term Proposed	years	Will the lease be met via a Planned Lease Construction?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Breakdown of Space		Usable SF	Rentable SF	Building Gross SF			
General Office (80% open)				Estimated Site Size to meet GSF			
General Office (50% open)				(in acres if known)			
General Office (20% open)				Estimated Cost per acre (if known)		\$	-
Enhanced Office (Courthouse only)				Estimated Cost of Site (if known)		\$	-
General Storage				Delineated Area			
Laboratory (dry)							
Laboratory (wet)							
Holding Cell/Detention				City		State	
Private Toilets							
Clinic/Health Units				Parking			
Physical Fitness				Parking included in Rent		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Care				Cost per Space			
Conference/Classroom				# of Inside Parking (Basement)			
Auditorium				# of Outside Parking (Structured)			
Library				# Outside Parking (Surface)			
ADP (mainframe)				Lease Details			
ADP (high PC)				Common Area Factor			
Firing Range				Estimated Lease or SLA Award Date			
Courtroom (Courthouse only)				Estimated or Actual Effective Date			
Judicial Hearing				Total Lease Term in Years			
Judicial Chambers (Courthouse only)		Firm					
Light Industrial		Full					
Warehouse (Utility Building only)		Rate Description					
Joint Use, Retail		Shell	per RSF	\$	-		
Food Service/Cafeteria		+ Operating Rate	per RSF	\$	-		
Other		+ T I Rate	per RSF	\$	-		
Other		= Full Service Rental Rate	per RSF	\$	-		
Other		Tax Rate	per RSF	\$	-		
Total Building Structure		Insurance Rate	per RSF	\$	-		

* FY2008 Prospectus threshold for Leasing; updated annually.

For a list of adjusted thresholds, visit [Financial Indices](#)

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Part 1a - Preliminary Determination of Operating or Capital Lease Classification

This sheet must be completed by the designated Portfolio Management employee and returned to the Realty Specialist upon receipt of Part 1 - Requirements Development.

Lease Characteristics

Will requirement be met via a Planned Lease Construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Below Prospectus with a term > 5 years and RSF < 10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Below Prospectus with a term > 5 years and RSF > 10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Prospectus level with a term > 5 years and RSF >10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease term < 5 years (Below-Prospectus or Prospectus Level)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease term less than 75 percent of the estimated economic life of the asset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the asset a general purpose asset rather than being for a special purpose of the Government and not built to unique specification of the Government as lessee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a private sector market for this asset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the project be constructed on government-owned land?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Estimated Cost of Site used in scoring analysis.	\$	-
Is the PV of the minimum lease payments less than 90% of the FMV of the asset at the beginning of the lease term?	<input type="checkbox"/> Yes	Score NPV/FMV
	<input type="checkbox"/> No	
	<input type="checkbox"/> Not required	
		0.00%
If no, further discussion required.		
If not required, please explain:		
Site Assumptions	Site Size:	Cost per acre: Site value:
Portfolio Management Director's (or Designee) Certification		
I certify this proposed transaction, per the details and statements provided to me in Part 1 would be treated as an operating lease per instructions provided in OMB Circular A-11, Appendix B.		
Signature of Portfolio Director (or Designee)		Date

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Part 2 - Offer Details

This sheet must be completed by the Realty Specialist and submitted to the designated Portfolio Management employee for review. (The Realty Specialist must resubmit a Part 1 worksheet if there are any changes to types of space, usf/rsf, term, etc since the Requirements Development Phase and Part 1a was completed by the Portfolio Management employee.

1st highest rated proposal		2nd highest rated proposal		Parking included in Rent <input type="checkbox"/> Yes <input type="checkbox"/> No		# Inside (Basement)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Cost per space \$0.00		# Outside (Structured)		
Estimated Lease or SLA Award Date (mm/dd/yyyy)		Estimated or Actual Effective Date (mm/dd/yyyy)		Total Lease Term in Years (Firm/Full plus options)		Stepped Rent		<input type="checkbox"/> Yes <input type="checkbox"/> No
00/00/0000		00/00/0000		____ Firm; ____ Full		Year(s) of Stepped Rent		
						Levelized Rent per RSF		
Rate Description								
Shell Rent	\$	-	per RSF	Tax Rate	\$	-	per RSF	
+ Operating Rate	\$	-	per RSF	+ Insurance Rate	\$	-	per RSF	
+ Tenant Improvement Rate	\$	-	per RSF	= Tax and Insurance Rate	\$	-	per RSF	
= Full Service Rental Rate	\$	-	per RSF					
Description of Building (e.g year built, construction material, historic status, setting)							Number of stories	
Site Information (estimated for scoring analysis)								
Estimated Site Size Required (in acres if known)		Estimated Cost of Site if known **	\$	-	per acre if known***	\$	-	
Unusual Build-out Specific to Client and not Typical to Market (e.g. holding cells, non-Interagency Security Committee security countermeasures, floor loading)								
Lease Characteristics								
Will the requirement be met via a Planned Lease Construction							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the lease agreement call for escalation of the base rent?							<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has a public-private partnership been established?							<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Does the lease involve a sale-leaseback?							<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Does the ownership of the lease remain with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease period?							<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, the lease must be scored regardless of size.								
Does the lease contain a bargain-price purchase option?							<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, the lease must be scored regardless of size.								
Will the project be constructed on government-owned land?							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Considering the lease as a whole and any collateral agreements to be executed by the Government, (e.g. tenant estoppel certificates, rent assignment agreements, indemnities) do the risks of ownership stay with the lessor (e.g. casualty loss, guarantee of third-party financing, construction completion risk, date-certain rent start)?							<input type="checkbox"/> Yes	<input type="checkbox"/> No
Realty Specialist's Certification of Accuracy								
I certify the details and statements above have been accurately recorded from the client's program of requirements and offer documents.								
							00/00/0000	
Signature of Realty Specialist							Date	

* If the answer to this any of these questions is Yes, the Realty Specialist must provide a copy of this determination form to the Financial Operations Division (PFF) and a courtesy copy to the regional CFO.

** Site Cost: If unknown, depending on regional practice, this information may be available through your regional Appraiser, or Office of Portfolio Management.

*** Cost / per acre: If unknown, depending on regional practice, this information may be available through your regional Appraiser, or Office of Portfolio Management

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Part 2a - Final Determination of Operating or Capital Lease Classification

This sheet must be completed by the designated Portfolio Management employee and returned to the Realty Specialist upon receipt of Part 2 - Offer Details, within 3 days of receipt for non-prospectus lease actions, and within 15 of receipt for prospectus level lease actions.

Lease Characteristics

Will requirement be met via a Planned Lease Construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Below Prospectus with a term > 5 years and RSF < 10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Below Prospectus with a term > 5 years and RSF > 10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease Prospectus level with a term > 5 years and RSF >10,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease term < 5 years (Below-Prospectus or Prospectus Level)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the ownership of the lease remain with the lessor during the term of the lease and is not transferred to the Government at or shortly after the end of the lease period? If yes, this lease must be scored regardless of size	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the lease contain a bargain-price purchase option? If yes, this lease must be scored regardless of size.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the lease term less than 75 percent of the estimated economic life of the asset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the asset a general purpose asset rather than being for a special purpose of the Government and not built to unique specification of the Government as lessee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a private sector market for this asset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the project be constructed on government-owned land?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Site Assumptions Site Size (acres): Cost per acre		
Estimated Cost of Site used in scoring analysis.	\$	-
Is the PV of the minimum lease payments less than 90% of the FMV of the asset at the beginning of the lease term?	<input type="checkbox"/> Yes	Score NPV/FMV 0.00%
	<input type="checkbox"/> No	
	<input type="checkbox"/> Not required	

If no, further discussion required.

If not required, please explain:

Does the lease call for an escalation of the base rent?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has this lease been determined to be a capital lease?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
Has a public-private partnership been established?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No
Does the lease involve a sale-leaseback?	<input type="checkbox"/> Yes *	<input type="checkbox"/> No

Comments	GCCRG Attached	Look Up Table Attached	Levelized Rent Worksheet Attached	Scoring Analysis Attached	Site Value Calculation Attached
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Portfolio Management Director's (or Designee) Certification

I certify this proposed transaction, per the details and statements provided to me in Part 1 & 2 (Requirements Development and Offer Details), this lease would be treated as an operating lease per instructions provided in OMB Circular A-11, Appendix B.

Signature of Portfolio Director (or Designee)	Date
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* If the answer to this any of these questions is Yes, the Realty Specialist must provide a copy of this determination form to the Financial Operations Division (PFF) and a courtesy copy to the regional CFO.

Notes

Scoring Worksheet