



Office for Facilities Management & Policy

HHS GUIDANCE FOR REAL PROPERTY INVENTORY REPORTING

VERSION 5

AUGUST 2009

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A. PURPOSE OF REAL PROPERTY REPORTING

HHS has prepared this document as guidance to assist HHS entities in reporting on the real property which they own, lease, or otherwise manage. HHS entities that are required to report include:

- Administration for Children and Families (ACF)
- Administration on Aging (AOA)
- Agency for Healthcare Research and Quality (AHRQ)
- Centers for Disease Control and Prevention (CDC)
- Centers for Medicare and Medicaid Services (CMS)
- Food and Drug Administration (FDA)
- Health Resources and Services Administration (HRSA)
- Indian Health Service (IHS)
- National Institutes of Health (NIH)
- Office of the Inspector General (OIG)
- Office of the Secretary (OS)
- Program Support Center (PSC)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

HHS is required to report to the U.S. General Services Administration (GSA) on HHS-owned assets and leases signed (executed) by an HHS entity, known as direct leases. However, GSA reports on leases which it executes for space which it then assigns to other agencies, as part of the FRPC reporting process. These actions are required to comply with Executive Order (EO) 13327¹, following guidance developed by the interagency Federal Real Property Council (FRPC), which was formed to assist in the implementation of the EO. The EO, which was issued in February 2004, was created to promote efficient and economical use of the Federal Government's real property.

HHS has additional internal needs for real property information, beyond the data collected for FRPC, in order to make day-to-day decisions, to plan to meet mission needs, and to manage its portfolio efficiently.

The collection of real property data at the OPDIV level, and access to this data by HHS, GSA and the Office of Management and Budget, is part of the stewardship responsibility associated with asset management. The ultimate purpose of collecting the data is to use it in making strategically based budget decisions. The ultimate purpose of reporting the data is to provide a link between the data and the budget decision-making process. Reports are generated for review by the HHS Senior Real Property Officer to identify opportunities which will: reduce the number of non-mission dependent assets; increase facility utilization; improve the condition of assets; and reduce or maintain operating costs consistent with industry standards. Examples of the reports include the following:

- Mission Dependency
- Not utilized/Underutilized
- Facility Condition Index less than 90
- Operating Cost over (enter query number for \$/Sq.Ft.)
- Lease Expiration Year
- Status of Dispositions

This document incorporates guidance for FRPC-required reporting on assets owned and directly leased and for additional HHS reporting requirements for all assets. The following appendices are included:

- Appendix A ACRONYMS & GSA AGENCY BUREAU CODES
- Appendix B HHS FACILITIES UTILIZATION PERFORMANCE MEASURES
- Appendix C HHS POLICY: OFFICE AND RELATED SPACE UTILIZATION RATE (U/R)
- Appendix D QUICK GUIDE – HHS ARIS DATA DICTIONARY
- Appendix E HHS OPDIV CERTIFICATION STATEMENT
- Appendix F PERFORMANCE ASSESSMENT TOOL (PAT)

¹ The Executive Order can be found at : http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=16911

Appendix G HHS NEW ASSET DATA FORM

Appendix H HHS VERIFICATION & VALIDATION FORM

Appendix I FRPC 2009 GUIDANCE FOR REAL PROPERTY INVENTORY REPORTING, JULY 14, 2009

A.1 New Reporting Requirements for 2009

The Federal Real Property Council (FRPC) added one new data element to the FRPP in FY2008: Sustainability. Reporting was optional in FY 2008, but is mandatory in FY2009. The Sustainability data field is required only for Buildings; it is optional for Structures. (The Sustainability field must be left blank for Land assets.) The field indicates whether or not an asset meets the sustainability goals set forth in Section 2(f) of Executive Order 13423, which says:

"(T)he head of each agency shall . . . ensure that (i) new construction and major renovation of agency buildings comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006), and (ii) 15 percent of the existing Federal capital asset building inventory of the agency as of the end of fiscal year 2015 incorporates the sustainable practices in the Guiding Principles"

Also, In reporting excess assets, OPDIVs shall report the date on which a Form SF-118, *Report of Excess Real Property*, is submitted to GSA.

B. HHS's AUTOMATED REAL PROPERTY INVENTORY SYSTEM

HHS has implemented a software tool to store OPDIV real property data in a central location. With the data in one place, HHS can easily 1) satisfy FRPC's annual reporting requirements and 2) access the data for analysis purposes. This software tool allows HHS to collect and maintain information on its inventory and to create executive-level reports to manage the portfolio as a whole in a cost effective manner. HHS chose HarborFlex, a tool created by Lease Harbor, which is a subscription software service for the administration of leases and other real property. It has been customized to meet HHS's needs, with fields created to capture the FRPC mandatory data elements/fields and additional fields which HHS has determined are needed to manage its portfolio. There are standard reports, established for HHS within HarborFlex, that are easily run, and users can also create their own special report formats, if needed. (This inexpensive software tool does not replace other systems in place with the OPDIVs—systems which have more extensive functionality for facilities management.) An administrator at HHS's Office for Facilities Management and Policy is responsible for assisting HHS entities and working with HarborFlex. This web-based tool is easily accessible to other HHS entities as well. The data from the four landowning OPDIVs—CDC, IHS, FDA and NIH—is uploaded into HarborFlex and refreshed regularly. HHS entities which do not own land or manage direct leases will update their data manually within HarborFlex.

Non-landholding entities will utilize HarborFlex as their primary system for recording and maintaining accurate real property information, ensuring that it is current and accurate on an ongoing basis. HHS entities shall contact the OFMP administrator to obtain a password in order to gain access to the HarborFlex system. HHS has trained staff throughout HHS in the use of HarborFlex.

To ensure that OPDIV portfolio data for owned, leased and otherwise managed holdings are complete and accurate for daily decision-making purposes, an HHS Certification Statement is required from each of the OPDIV Facility Directors. All Facility Directors must submit this statement each fiscal quarter, to ensure the completeness and accuracy of OPDIV data in ARIS.

To access the system, the user begins at <http://www.leaseharbor.com>. From there, the user clicks on the "Subscriber Login – Harbor Flex" button. The user will then be prompted for a user name and password. Once this information has been entered, the user can access HarborFlex and its functions.

B.1 Quality Control

Data should be updated and accuracy ensured on a regular basis. While the data will be used for various HHS purposes throughout the year, significant dates when it will be used are March 1 for the budget cycle and November 1 for the General Services Administration's FRPP data call. The data is analyzed each quarter, and the status of each OPDIV's assets, and HHS's assets as a whole, are summarized and reported back to the OPDIVs.

HHS has established a quality control process to ensure that the data is complete and accurate. The process includes the following steps:

Step 1: Data Entry

OPDIVs enter and regularly update data in accordance with the manual.

Step 2: Error Log

An error log is generated by HHS's data loader when processing the four landowning OPDIVs' spreadsheet submissions, and it is generated for other HHS entities data after the data is directly entered into the system. The log is a text file that HHS generates that documents any errors in the data encountered during the load. For example, the log can indicate:

- Blank fields that are required (missing mandatory data)
- Column headers that do not match previous load instructions
- Field contents that do not match previous load instructions
- Invalid codes for use, location, etc.
- Non-numeric information where numeric information is required.

The log is then distributed to the OPDIVs and other HHS entities to use in correcting any problems so that they can resubmit corrected data. HHS is assured that a clean log after a data load indicates that the data is complete.

(Note: OFMP may need to have some fields overwritten/autopopulated through HarborFlex in order to produce an acceptable submission to the FRPP (compliant with the required XML schema). For example, there are cases where a particular field is not permitted to be blank, even if it is inapplicable to the asset record. In other cases, fields are required to be blank or the upload to FRPP will be unsuccessful. These changes will be used to alter the format, not the substance of the data.)

Step 3: Comparison with Prior Year's Data

OFMP maintains a copy of the final ARIS and/or FRPC submission(s) in a spreadsheet so that one year's submission can be compared against the prior year's portfolio data. In this way, variances can be identified and reviewed with the relevant OPDIVs. GSA also conducts data comparisons from year to year (on behalf of the FRPC and OMB). The department is required to explain significant or unexplained variances.

Step 4: Comparison with Data Provided by GSA

GSA inputs data into the FRPP system for properties it owns or leases and makes it available to agencies. As a cross check, OFMP compares data provided by its OPDIVS with the GSA data to identify any discrepancies. If OFMP identifies any variances, it reviews them with the OPDIVs and then with GSA to reconcile the variances.

Step 5: Certification of Complete and Accurate Data

HHS and its OPDIVs share responsibility for ensuring that there is complete and accurate real estate data in the system. Using the tools and process described above, OFMP reviews that data and works with OPDIVs to address variances and correct errors. Once the review is complete, OFMP requires the OPDIV to certify that the data is complete and accurate.

B.2 Verification and Validation of Data

In order to improve every day decision making in the management of HHS's real property assets, it is essential that OFMP has accurate and up-to-date data on those assets. Therefore, it is necessary for the data in the Automated Real Property Inventory System (ARIS) be verified for accuracy and completeness. The Verification and Validation process, which involves both comprehensive and random checks of real property data, is designed to ensure the quality of the information used in decision making. Real property assets should be re-assessed on a regular basis, and the data updated as needed.

In September 2007, a Verification and Validation Plan was submitted to OMB. The plan had five elements: 1) the use of "desktop" validation methods such as visual checks and metrics; 2) communication of data from the OPDIVs to the ARIS database on, at minimum, a quarterly basis; 3) verification of data uploaded to the FRPP by spot checks and comparison to previously uploaded data; 4) training of OPDIV personnel in data sourcing, data calculation, and validation methods; and 5) validation site visits conducted periodically by OPDIV personnel and by OFMP. The plan also outlined the roles and responsibilities of OFMP and the OPDIVs, and a schedule of verification activities during the fiscal year.

A form has been developed to help in the verification process (see Appendix H). Though the use of the form is optional, it does provide a method of recording pertinent asset information in a clear and consistent fashion.

C. HHS INVENTORY DATA ELEMENTS & DESCRIPTIONS

C.1 Real Property Reporting

In addition to the data collected for FRPC reporting, HHS compiles additional data for internal management purposes on all assets occupied by HHS entities. This includes owned property, direct leases (leases executed by an HHS entity), GSA owned/leased property, and properties occupied under some other form of agreement.

- HHS landholding OPDIVs (Centers for Disease Control and Prevention, the Food and Drug Administration, Indian Health Service, and the National Institutes of Health) are required to report on their owned, leased, and otherwise managed property.
- The following non-landholding OPDIVs are required to report leased property for which they are accountable: Administration on Aging, Administration for Children and Families, Agency for Healthcare Research and Quality, Centers for Medicare and Medicaid Services, Health Resources and Services Administration, the Office of the Inspector General, the Office of the Secretary, the Program Support Center, and the Substance Abuse and Mental Health Services Administration.

The HHS entity that has signed the direct lease or the GSA Occupancy Agreement, or made other similar arrangements with GSA, is responsible for reporting the property. Please note that the Program Support Center is responsible for reporting on property which it occupies, but not for property for which it provides administrative services for other HHS entities.

C.2 HHS Inventory Data

The additional mandatory data elements that HHS has identified and defined will be reported to the extent that they are applicable for each asset, as listed below. There is a Quick Guide - HHS ARIS Data Dictionary in Appendix D, and detailed definitions for each data element are included in Section C.

Some of the HHS data elements differ from the FRPC elements. HHS OPDIVs which report direct leases for the FRPC inventory are also required to report the HHS data elements for their leased inventory (both direct leases and property occupied under GSA occupancy agreements).

Data elements which are common to the FRPC and HHS ARIS databases do not need to be repeated when reporting for the HHS ARIS database. OPDIVs need to report only the additional elements listed below for the HHS ARIS database.

If there is more than one lease in a building, there should be an entry for each lease, rather than a single compilation of the information for all leases in that building. Also, there may be more than one Occupancy Agreement (OA) between an HHS entity and GSA under a single lease. Reporting in the HHS ARIS system is at the lease level, and relevant information from multiple OAs can be aggregated and reported as one lease, if the OAs have the same expiration dates. Otherwise, they must be reported separately so that the expiration notifications will be accurate.

- For a building with multiple leases, report each lease individually.
- For a lease that spans over multiple buildings, report data at a constructed asset level and prorate the value and Operating and Maintenance costs per building.

C.3 ARIS Data Fields with corresponding FRPC Data Elements

The following table provides information regarding the location of each ARIS Data Element in the Harbor Flex system, and the corresponding FRPC data element. The screen shots that follow show the fields referenced in this mapping table.

ARIS Data Field	Harbor Flex Section	FRPC data element	Comments
Division	Record Detail		
Name	Record Detail		
Address	Record Detail	14. Main Location	If no street address is available, use optional latitude and longitude fields in FRPC section.
Suite	Record Detail		
City State Postal	Record Detail	16. City 17. State 21. Zip Code	
Country	Record Detail	18. Country	
File ID	Record Detail	15. Real Property Unique Identifier	File ID must remain the same for the life of the asset
Status	Record Detail	4. Status	DO NOT delete records. If applicable, change status to "Disposed" (D).
Type	Record Detail	1. Real Property type	20 = Land, 35 = Building, 40 = Structure
Subtype	Record Detail	2. Real Property Use	Choose from a drop-down menu of Real Property Use values, which is based on the selected Real Property Type.
Size	Record Detail	8. Size	Buildings: enter the Gross Square Feet Land: enter the Rural Acres in the "Size" field, and/or enter the Urban Acres in the "Alt Size" field. Structures: enter the Structural Units in the "Size" field; enter the unit of measure in the "Structure UOM" field in the FRPC section.
Alt Size	Record Detail		
Ownership	ARIS Section		
Lease Options	ARIS Section		
Rentable Size	ARIS Section		
# Options Remaining	ARIS Section		
Usable Size	ARIS Section		
# Occupants	ARIS Section		
Security Level	ARIS Section		
Building Name	ARIS Section		
Tribally Operated	ARIS Section		
Other Size	ARIS Section		
Total Annual Operating Costs	ARIS Section		
Report to FRPC	ARIS Section		
Report to ARIS	ARIS Section		
Commencement	ARIS Section		If you do not need to receive notifications on the date, then use the Commencement field in the ARIS Section. If you would like to receive notifications on the date, then use the Key Dates section and add a date of type "Commencement". Do not enter the date in both sections.
Expiration	ARIS Section		If you do not need to receive notifications on the date, then use the Expiration field in the ARIS Section. If you would like to receive notifications on the date, then use the Key Dates section and add a date of type "Expiration". Do not enter the date in both sections.
SF-118 Submission	ARIS Section		
Delegated Lease Authority	FRPC Section	3. Legal interest	Lease Maintenance Indicator required ONLY if Legal Interest is "Federal Government Leased". Delegated Lease Authority required ONLY if a direct lease.
Legal Interest	FRPC Section		

ARIS Data Field	Harbor Flex Section	FRPC data element	Comments
Lease Maintenance Indicator	FRPC Section		
Outgrant Indicator	FRPC Section		
Historical Status	FRPC Section	5. Historical Status	
Using Organization	FRPC Section	7. Using Organization	
Value	FRPC Section	10. Value	Not required for land.
Condition index	FRPC Section	11. Condition Index	Not required for land. Required for leases with LMI=Yes
Latitude	FRPC Section		
Longitude	FRPC Section		
County	FRPC Section	19. County	
Congressional District	FRPC Section	20. Congressional District	Use a 2-digit number; separate multiple Congressional Districts with a comma
Installation Identifier	FRPC Section	22. Installation/Sub-installation Identifier	
Installation Name	FRPC Section		
Sub-installation Identifier	FRPC Section		
Structure UOM	FRPC Section		
Disposition Method	FRPC Section	24. Disposition	These fields must be completed if the property has been disposed. These fields MUST BE BLANK if the property is still in the inventory.
Disposition Date	FRPC Section		
Disposition Value	FRPC Section		
Net Proceeds	FRPC Section		
Recipient	FRPC Section		
Reporting Agency Code	Shared Section	6. Reporting Agency	
Utilization	Shared Section	9. Utilization	Required for all use categories of buildings.
Mission Dependency	Shared Section	12. Mission Dependency	Required for all properties
Explain Why Not MD	Shared Section		
Annual Op and Maint Costs	Shared Section	13. Annual Operating Costs	For leased property, includes full annual lease cost plus any operating expenses not covered in the lease.
Sustainability	Shared Section	25. Sustainability	Required for Buildings only; optional for Structures. Leave blank for Land.
Environmental Restrictions	Restrictions section	23. Restrictions	Only a value of "Yes" on any type of restriction will cause that restriction to be reported as Yes to the FRPP system. All other values for a restriction (including blank values) are considered to mean that the restriction does not apply.
Natural Resource Restrictions	Restrictions section		
Cultural Resource Restrictions	Restrictions section		
Developmental Restrictions,	Restrictions section		
Reversionary Clauses from Deed	Restrictions section		
Zoning Restrictions	Restrictions section		
Easements	Restrictions section		
Rights of way	Restrictions section		
Mineral Interests	Restrictions section		
Water Rights	Restrictions section		
Air Rights	Restrictions section		
Other	Restrictions section		
Not Applicable	Restrictions section		

C.4 Harbor Flex Screen Shots

Harbor Flex Record Detail Screen

The top of the screen contains basic information such as size and address information. Most of the information stored here is common to both FRPC and ARIS reporting. Note that the screen shots depict a Real Property Type of "Building". If you are working with a Real Property Type of "Land" or "Structure", then the Record Detail screen will be labeled as such.

Harbor Flex

Building Detail

[COPY](#) [EDIT](#) [DEL](#)

Division:	CDC	File Id:	GACC1825:LE01
Name:	1825 Century Center	Status:	Active
Address:	1825 Century Blvd	Type:	Building
Suite:		Subtype:	Office
City State Postal:	ATLANTA, GA 30345	Size:	100,000.00 SF
Country:	United States	Alt Size:	NA

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#) [EDIT](#)

Ownership:	GSA Leased	Tribally Operated:	
Lease Options:	No	Other Size:	NA
Rentable Size:	100,000 SF	Total Annual Operating Costs:	\$ 2,754,700.00
# of Options Remaining:	0	Report to FRPC:	No
Usable Size:	92,543 SF	Report to ARIS:	
# of Occupants:	434	Commencement:	07/01/2002
Security Level:	3	Expiration:	06/30/2017
Building Name:		SF-	
		118 Submissions:	

Harbor Flex ARIS Section

This section contains fields that are required for ARIS reporting.

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#)

[EDIT](#)

Ownership:	GSA Leased	Tribally Operated:	
Lease Options:	No	Other Size:	NA
Rentable Size:	100,800 SF	Total Annual Operating Costs:	\$ 2,764,700.00
# of Options Remaining:	0	Report to FRPC:	No
Usable Size:	92,543 SF	Report to ARIS:	
# of Occupants:	434	Commencement:	07/01/2002
Security Level:	3	Expiration:	06/30/2017
Building Name:		SF-118 Submission:	

Harbor Flex FRPC Section

This section contains fields that are required for FRPC reporting.

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#)

[EDIT](#)

Delegated Lease Authority:		Congressional District:	4
Legal Interest:	Fed Government Leased	Installation Identifier:	GA001825.LE01
Lease Maintenance Indicator:	No	Installation Name:	Atlanta-Century Center
Outgrant Indicator:	No	Sub-Installation Identifier:	00
Historical Status:	Not Evaluated	Structure UOM:	
Using Organizations:	7509	Disposition Method:	
Value:	\$ 0.00	Disposition Date:	
Condition Index:	100	Disposition Value:	NA
Latitude:		Net Proceeds:	NA
Longitude:		Recipient:	
County:	DEKALB		

Harbor Flex Shared Section

This section contains fields that are common to both FRPC and ARIS.

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#)

[EDIT](#)

Reporting Agency Code:	7509	Explain Why Not MD:	
Utilization:	Utilized	Annual Op and Maint Costs:	\$ 2,764,700.00
Mission Dependency:	Mission Critical	Sustainability:	3 - Not Yet Evaluated

Comment
utilized

Harbor Flex Restrictions Section

This section contains all of the types of Restrictions for FRPC reporting.

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#)

[EDIT](#)

Environmental Restrictions:

Natural Resource Restrictions:

Cultural Resource Restrictions:

Developmental Restrictions:

Reversionary Clauses from Deed:

Zoning Restrictions:

Easements:

Rights-of-way:

Mineral Interests:

Water Rights:

Air Rights:

Other:

Not Applicable: Yes

Harbor Flex Key Dates Section

This section contains Key Dates that can be used for the Lease Start Date and Lease End Date fields.

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#)

[ADD](#)

Type	Date	Status	Comment
------	------	--------	---------

No data found for this record.

C.5 HHS Inventory Data Elements Discussion

RECORD DETAIL section

Division The HHS *OPDIV* reporting the asset.



The acronyms to be used are listed in appendix A.

Name The **Building Name**, such as a Federal building named after a person, or a building which has a name such XX Plaza or Center. For buildings that have names, provide that information without abbreviations. For buildings without a name, enter the street address in this field, as well as in the Street Address field.

Address The **Street Address**. Do not use a post office box or other mailing address. Spell out the name of the street completely, and use standard abbreviations, such as Ave., St. Rd, etc. Don't forget quadrants.

City The city or town where the asset is located. Do not abbreviate.

State Enter the 2-letter abbreviation for the state where the asset is located.

Country Choose the country from the drop-down menu. Note that US territories such as Guam and Puerto Rico are listed as other countries.

File ID The **Real Property Unique Identifier** (RPUI), which is unique to an item of real property that will allow for linkages to other information systems. The RPUI is assigned by the Reporting Agency.

GSA assigns the identifier for properties occupied under a GSA lease. If an asset is not leased through GSA and there is no other Real Property Unique Identifier in use by the HHS entity reporting the asset, the HHS entity should create a six-digit code, the first two digits of which are the abbreviation for the state in which the asset is located. A building with more than one lease should have an identifier that contains a suffix making it unique. For example, if building MD1245 has three leases, the identifiers for those leases could be MD1245a, MD1245b, and MD1245c.

To support meaningful data analysis over time, **the RPUI should never be changed by the OPDIV after it is first entered** in the database. RPUI shall not be changed without approval from HHS/OFMP.

Status Status reflects the predominant physical/operational status of the asset. Assets will have one of the following attributes:

Active: Assets which are under HHS control, and are in use.

Inactive: Assets which are under HHS control, but are not currently in use; however, the assets are being held for future use. If possible, explain in the Notes section why the asset is Inactive and how long it is expected to remain in that status.

Excess: Assets which are under HHS control, but are not in use and are planned for disposal.

Disposed: Assets that are no longer in the inventory are reported as disposed. The record should remain in the database for historical record purposes.



When an asset is designated Disposed, the five disposal data fields in the FRPC section must be completed.

Type

The asset is designated as Building, Land, or Structure.

Subtype

Subtype refers to the asset's **Predominant Use**. A real property asset must have one and only one predominant use. Real Property Predominant Use Categories, along with descriptions, can be found in the attached *FRPC Guidance, Appendix B*.

Use the drop-down menu to choose a subtype; the available choices will be those applicable to that asset type (i.e. Building, Land, or Structure.)

Leased space for a portion of a building should be categorized by the predominant use of the leased space, not by the predominant use of the building. (For example there could be a lease for warehouse space in a building that is predominantly made up of offices. The lease, which is treated as a separate constructed asset, should be categorized as 'warehouse'.)



For a comprehensive list of subtypes and their definitions, see page 28 of the FRPC 2009 Guidance for Real Property Reporting.

Size

There are multiple fields for entering size data: Size, Alternate Size, Rentable Size, Usable Size, and Other Size.

BUILDINGS: Always measured in square feet.

- SIZE = Gross square feet (GSF) of the entire building (if owned), or rentable square feet (RSF) if leased
- RENTABLE SIZE = same as SIZE
- USABLE SIZE = usable portion of the building, excluding common areas and shared space.

Rentable and Usable square footage information should be taken from the GSA Occupancy Agreement (OA). Make sure you update (or confirm) the RSF and USF as OA's are renewed.

USF is used to calculate the building's utilization rate.

For Building assets, ALT SIZE and OTHER SIZE should be left blank.



As a rule, GSF should be greater than or equal to RSF, and RSF should be greater than or equal to USF.

LAND: Always measured in acres.

A parcel of land can be classified as Rural acres or Urban acres, or can be a combination of both, but zero cannot be entered in both fields. Both fields require an entry.

- SIZE = rural acres
- ALT SIZE = urban acres

When you enter the data in the size field(s), make sure you choose "Acres" as the UOM.

For land assets, the RENTABLE SIZE, USABLE SIZE and OTHER SIZE fields should be left blank.

STRUCTURES: The unit of measure depends on the subtype (or predominant use); each Structure subtype has one or more units of measure which can be used in FRPC reporting, but not all UOM are available in the SIZE field.

- SIZE = measure of Structure (regardless of UOM)
- OTHER SIZE = measure of structure

Make sure you enter the UOM you are using in the STRUCTURE UOM field, so that it reads the OTHER SIZE field correctly.

For structure assets, the RENTABLE SIZE, USABLE SIZE and ALT SIZE fields should be left blank.

ARIS section

Ownership

Indicate whether the asset is owned by HHS, owned or leased by GSA, or directly leased by HHS.

- For HHS owned assets: *Direct Owned*.
- For HHS direct leases: *Direct Leased* or *Capital Lease*
- For GSA controlled assets: *GSA Leased* or *GSA Owned*
- Other choices: *Inter-Agency Agreement* or *Delegation*

Do not use dashes or abbreviations.

The four land-holding OPDIVs can continue to enter ownership information in their proprietary systems consistent with how the information has been entered to date. Harborflex is coded to show ownership in the categories above from the information provided by those OPDIVs.

Lease Options

If the lease has options remaining, choose Yes; if the lease has no remaining options, choose No.

If the lease had no options, choose NA.

Rentable Size

See **SIZE** above.

of Options Remaining

Provide the number of lease options remaining in numeric format. Enter 0 if there are none remaining, or if there were no options with the lease.

of Occupants

Enter the number based on the census taken annually on June 30. The census includes each staff person who holds an HHS (or OPDIV) ID and occupies HHS (or OPDIV) facilities. "Staff" includes HHS (OPDIV) employees (Full Time Equivalents), contractors, guest researchers, research fellows, tenants (such as daycare centers and retail spaces) and volunteers. No distinction is made between part-time and full-time employees, each of whom is counted as a whole number. The census counts people in all facilities, leased and owned. Enter a numeral. If there are no occupants, such as for a parking garage, enter 0.



When you change the status of an asset, make sure you change the number of occupants as well - occupants should be zero for Inactive, Excess and Disposed assets.

Security Level

The security level of an asset is based on guidance in "*Facility Security Level Determinations for Federal Facilities - An Interagency Security Committee Standard*". Enter a number from 1 to 5.

Building Name

See **NAME** above.

Tribally Operated

For IHS facilities that are operated by the Tribes (but owned by the Federal Government), enter Yes.

Other size

See **SIZE** above. **This field is used for Structures ONLY.**

Total Annual Operating Costs (FRPC Performance Measure 4)

Annual Operating Costs consist of rent and any other operating costs (as defined by the FRPC) not borne by the landlord and paid by the HHS entity. (Security, major repairs and capital improvements are not included.)

Annual Operating Costs for **Government Owned** properties consist of the following:

- Recurring maintenance and repair costs;
- Utilities (includes plant operation and purchase of energy);
- Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations);
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Rent & Annual Operating Costs for all **Leases**:

HHS entities should report annual lease costs, plus any additional government operating expenses (as listed above) not covered in the lease, for which HHS is responsible. For GSA leases, use the GSA rent bill information

HHS entities are to provide actual costs annually for all buildings, land and structures. This field is to be populated as a total *annual* cost, not on a cost-per-square foot basis.

Report to FRPC All assets owned or leased directly (i.e., not through GSA) by HHS must be reported to the FRPC.

Report to ARIS OPDIVs may use this field to separate data which is compiled for their own use from data which must be reported to ARIS.

Commencement Enter the start date of the lease, using the MM/DD/YYYY format.

Expiration Enter the end date of the lease, using the MM/DD/YYYY format.

SF-118 Submission Enter the date that the SF-118 Report of Excess Real Property is submitted to GSA. Use the MM/DD/YYYY format.

FRPC section

Delegated Lease Authority Indicate the authority used to execute the lease:

- ISA: Independent Statutory Authority
- GSA-CS: Categorical Space - Delegation from GSA
- GSA-SP: Special Purpose Space - Delegation from GSA [For HHS, only Laboratory space can be acquired this way.]
- GSA-PCA: Provider of Choice Authority - Delegation from GSA

Legal Interest

Like **OWNERSHIP** (in ARIS section above), indicate whether the asset is owned or leased, either by HHS by GSA, or owned by other entities. Indicate:

- Federal Government Owned (either by HHS directly, or by GSA)
- Federal Government Leased (either by HHS directly, or by GSA)
- State Government Owned
- Foreign Government Owned

Lease Maintenance Indicator This field **MUST** be filled for all leased assets. For those leased properties where the OPDIV is responsible for maintenance of the asset, enter YES.

Outgrant Indicator Indicate whether property rights have been conveyed or granted to another entity.

Historical Status Indicate the status of the asset:

- National Historic Landmark (NHL)
- National Register Listed (NRL)
- National Register eligible (NRE)
- Non-contributing element of NHL/NRL district
- Not Evaluated
- Evaluated, Not Historic

Using Organization Enter the 4-digit Agency/Bureau code (see Appendix A).

Value Enter for all Buildings and Structures (Land is excluded.) Enter the cost of replacing the asset at today's standards, i.e., the Plant Replacement Value (PRV) or the Functional Replacement Value (FRV).

Condition Index (FRPC Performance Measure 2) Enter the number (between 0 and 100) calculated in the formula below. Do not enter negative numbers.

$$CI = (1 - (\$ \text{ repair needs} / \$PRV)) \times 100$$

Repair Needs = the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency or capability.

Plant Replacement Value (or functional replacement value) = the cost of replacing an existing asset at today's standards (see **Value** above).

Latitude If no street address is available, the latitude and longitude may be used. Data can be entered in decimals, or in degree, minutes, seconds.

Longitude

County Enter the county where the asset is located. Do not abbreviate.

Congressional District Enter the Congressional District where the asset is located, using a 2-digit number. If the asset is in more than one Congressional District, enter the numbers separated by commas. For states with a single congressional district, use 01.



Congressional districts can be found at www.house.gov

Installation Identifier An installation can be any land, buildings or structures, or any combination of them. Enter a 24-digit alpha-numeric code.

Installation Name Enter the name of the installation.

Sub-Installation Identifier A sub-installation is a part of an installation which has a different geographic code from the headquarters installation. Enter a 6-digit alpha-numeric code.

Structure UOM If the asset is a Structure, choose the applicable unit of measure from the drop-down menu. (See *FRPC Guidance, Appendix B* for the valid units of measure for each type of structure.)



The **DISPOSITION METHOD, **DISPOSITION DATE**, **DISPOSITION VALUE**, and **NET PROCEEDS** fields must be filled out for all assets with "Disposed" status. **RECIPIENT** must be filled out if disposed by Federal Transfer or Public Benefit Conveyance. These fields must be blank if the asset is not disposed.*

Disposition Method Choose the disposition method from the drop-down menu.

Disposition Date Enter the date, in MM/DD/YYYY format, based on the method of disposal:

- Lease termination: Lease termination date
- Demolition: date of completion of demolition
- Federal Transfer: Date of letter of transfer. This is the date GSA **accepts** the SF-118, not the date it is submitted.
- Sale (negotiated or public): Deed date
- Public Benefit Conveyance: Date for assignment letter to sponsoring agency and subsequent deed date to grantee

Disposition Value

Enter the value based on the method of disposal:

- Lease Termination: Government's cost avoidance
- Federal Transfer, Demolition, Public Benefit conveyance, Other: Plant Replacement Value
- Sale (negotiated or public): Sales price

Net Proceeds

Enter any proceeds received from the disposition, less any disposal cost incurred.

For Lease Terminations, the Net Proceeds is the total cost avoidance realized on the remaining term of the lease, minus any costs associated with terminating the lease before the expiration date. *This may be a negative number.*

Disposition Value and Net Proceeds for disposed assets should be calculated as follows:

Disposition Value for lease terminations = monthly rent X # months remaining on lease

- # months remaining goes to the end of the lease (not just the end of the year)
- # months remaining does not include option months
- If we vacate at the end of the lease, disposition value = \$0 (there's no cost avoided)

Disposition Value for owned properties = plant replacement value

Net Proceeds = Disposition Value – termination costs

- Termination costs are any costs related to leaving the lease before it expires
- Net Proceeds can be a negative number (if costs exceed savings)

Example: We have a lease for \$1,000/month which expires on 9/30/10, with a 5-year option to 9/30/15. We are vacating the property on 7/31/09, and paying a \$5,000 early-termination penalty to do so.

Disposition value = \$14,000 (\$1,000/mo. X 14 mos.)

Net Proceeds = \$9,000 (\$14,000 - \$5,000 penalty)



Recipient

Enter the name of the federal agency or other organization which received the asset. Use the 4-digit Agency/Bureau code (see *FRPC Guidance, Appendix E*) for federal transfers.

SHARED section

Reporting Agency Code

Provide the 4 digit Agency Bureau Code (see Appendix A) for the OPDIV reporting the property to the HHS inventory database.

Utilization (FRPC Performance Measure 1)

Report the asset as:

- Over Utilized
- Utilized
- Under Utilized
- Not Utilized



There are exceptions for small offices (<3,000 SF, 5 or fewer occupants), and for Housing assets (Family Housing and Dorms/Barracks). See the discussions in section D.5.9 and in Appendix B for more detailed guidance.

Mission Dependency (FRPC Performance Measure 3)

Report the asset as:

- Mission Critical: without constructed asset or parcel of land, the mission is compromised.
- Mission Dependent: does not fit into *Mission Critical* or *Not Mission Dependent* categories.
- Not Mission Dependent: the mission would be unaffected by the elimination of the constructed asset.



Report whether the asset is critical to the mission, not whether the mission taking place there is critical to HHS. If the asset were no longer available, could the mission continue? If so, the asset is not Mission Critical.

Explain Why Not MD

For any asset that is designated Not Mission Dependent, explain the reason for this designation.

Annual Op and Maint Costs (FRPC Performance Measure 4)

(See TOTAL ANNUAL OPERATING COSTS above.)

Sustainability

For all buildings, provide the code describing the building's status:

- 1 - Yes: Asset has been assessed, and meets the criteria
 - 2 - No: Asset has been assessed, and does NOT meet the criteria
 - 3 - Not yet assessed
 - 4 - Not applicable
- Sustainability reporting is optional for Structures. For Land assets, leave the field blank.

RESTRICTIONS section

- Environmental Restrictions**
- Natural Resource Restrictions**
- Cultural Resource Restrictions**
- Developmental Restrictions**
- Reversionary Clauses from Deed**
- Zoning Restrictions**
- Easements**
- Rights-of-Way**
- Mineral Interests**
- Water Rights**
- Air Rights**
- Other**
- Not Applicable**

Enter YES for any restrictions that apply to the asset, or YES to *Not Applicable*.

If you enter YES for *Other*, explain the circumstances in the Notes field.

KEY DATES section

Key Date Enter any significant dates for which you want notification, such as the expiration of a lease option. Enter an Alert Date (e.g. 90 days later) to receive a reminder notice.

D. FRPC DATA COLLECTION

D.1 Real Property Reporting

HHS reports on 1) its owned inventory and 2) properties where HHS has signed the lease. The GSA Office of Real Property, in consultation with the FRPC, is responsible for establishing and maintaining a single, comprehensive, and descriptive database of all Federal Government real property. The federal database is known as the Federal Real Property Profile (FRPP). GSA Office of Real Property collects from each executive branch agency data pertaining to all real property holdings of the Federal Government. Section 2 of Executive Order 13327 defines Federal real property as including real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands. The general guiding principles are:

- All agencies are expected to report real property at the constructed asset level;
- For Federal Government owned real property (real property to which the United States holds title), the Federal agency that exercises real property accountability should report the property;
- For Federal Government leased real property, the Federal agency that has signed the lease is responsible for reporting the property; and
- For real property otherwise managed, the Federal agency that entered into the agreement with the State Government or Foreign Government should report the property.

D.1.1 Property Reporting Exclusions

Assets disposed of for public benefit and now held in private ownership

- Land easements or rights of way held by the Federal Government²
- Public domain land or land reserved or dedicated for National Forest, National Park, or National Wildlife Refuge purposes (except for improvements on those lands)
- Land held in trust or restricted fee status for individual Indians or Indian tribes³ In addition, based on Public Law 93-638, entitled "The Indian Self-Determination and Education Assistance Act," which gave Indian tribes the authority to contract with the Federal government to operate programs and facilities serving their tribal members, HHS is not responsible for costs associated with the operation of said programs and annual operating costs in IHS owned and leased facilities. In these instances, the Department enters the designation TO (i.e., Tribally operated) for annual operating costs for reporting purposes.
- Land and interests in land that are withheld from the scope of the Executive Order by agency heads for reasons of national security, foreign policy, or public safety

D.2 FRPC Reporting Requirements

Detailed instructions concerning FRPC reporting requirements to the FRPP are contained in Appendix H, which is the most current *Guidance For Real Property Inventory Reporting*.

D.3 FRPC Inventory Data Elements & Descriptions

The FRPC has identified 25 mandatory data elements, which include 46 fields that are reported by all executive agencies relative to their owned and directly leased property. They are:

1. Applicable for all **Property Types** (land, building, structures), and
2. Applicable for all **Legal Interests** (owned, leased, or otherwise managed).

² This refers to property where the Federal Government occupies the property via easement; the property is not reported as it is excluded in the EO.

³ Other trust land (i.e. non-Indian trust land) is included in the inventory.

Under no circumstances are HHS entities to vary what they report from these FRPC elements, their associated descriptions or coding structure. FRPC guidance included as Appendix I contains detailed instructions and includes:

- FRPC Acronyms
- FRPC Reporting and Data Submission Guidance
- Quick Guide - FRPC Predominant Use Categories and Codes
- Quick Guide - Exceptions to Mandatory FRPC Data Elements
- Quick Guide - FRPC Data Dictionary

Unless otherwise noted, data elements are to be reported at the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, a waiver from OMB must be obtained. OMB will provide a process and standard form for waiver submission. A waiver can be requested if there is a compelling reason why the data will not be available, and the agency can provide a reasonable timeframe for when the data will be available for reporting.

D.4 FRPC Data Elements with Corresponding Harbor Flex Location

The following table provides information regarding the location of each FRPC Data Element in the Harbor Flex system.

Data Element Name	Harbor Flex Section	Harbor Flex Field Name	Comments
1. Real Property Type	Record Detail	Type	
2. Real Property Use	Record Detail	Subtype	Choose from a drop-down menu of Real Property Use values, which is based on the selected Real Property Type.
3. Legal Interest	FRPC Section	<ul style="list-style-type: none"> • Legal Interest • Lease Maintenance Indicator • Delegated Lease Authority 	Lease Maintenance Indicator required ONLY if Legal Interest is "Federal Government Leased". Delegated Lease Authority required ONLY if a direct lease.
4. Status	Record Detail FRPC Section	<ul style="list-style-type: none"> • Status • Outgrant Indicator 	DO NOT delete records. If applicable, change status to "Disposed" (D).
5. Historical Status	FRPC Section	Historical Status	
6. Reporting Agency	Shared Section	Reporting Agency Code	
7. Using Organization	FRPC Section	Using Organization	
8. Size	Record Detail	<ul style="list-style-type: none"> • Size • Alt Size 	<p>For Buildings, store the Gross Square Feet in the Record Detail "Size" field</p> <p>For Land, store the Rural Acres in the Record Detail "Size" field, and/or store the Urban Acres in the Record Detail "Alt Size" field.</p> <p>For Structures, store the Structural Units in the Record Detail "Size" field. Note that for Structures, the Structure UOM must also be stored in the FRPC Section "Structure UOM" field.</p>
9. Utilization	Shared Section	Utilization	Required for all use categories of buildings.
10. Value	FRPC Section	Value	Not required for land.
11. Condition Index	FRPC Section	Condition Index	Not required for land. Required for leases with LMI=Yes.
12. Mission Dependency	Shared Section	Mission Dependency	Required for all properties
13. Annual Operating Costs	Shared Section	Annual Op and Maint Costs	For leased property, includes full annual lease cost plus any operating expenses not covered in the lease.
14. Main Location	Record Detail	Address	Optional latitude and longitude fields are in FRPC section
15. Real Property Unique Identifier	Record Detail	File Id	
16. City	Record Detail	City	Provide 4-digit GLC.
17. State	Record Detail	State	Provide 2-digit GLC.
18. Country	Record Detail	Country	Provide 3-digit GLC
19. County	FRPC Section	County	Provide 3-digit GLC

20. Congressional District	FRPC Section	Congressional District	Use a 2-digit number; separate multiple Congressional Districts with a comma.
21. Zip Code	Record Detail	Postal Code	
22. Installation/Sub-installation Identifier	FRPC Section	<ul style="list-style-type: none"> · Installation Identifier; · Sub-installation Identifier · Installation Name (optional) 	
23. Restrictions	Restrictions Section	<ul style="list-style-type: none"> · Environmental Restrictions · Natural Resource Restrictions · Cultural Resource Restrictions · Developmental Restrictions, · Reversionary Clauses from Deed · Zoning Restrictions · Easements · Rights of way · Mineral Interests · Water Rights · Air Rights · Other · Not Applicable 	Only a value of "Yes" on any type of restriction will cause that restriction to be reported as Yes to the FRPP system. All other values for a restriction (including blank values) are considered to mean that the restriction does not apply.
24. Disposition	FRPC Section	<ul style="list-style-type: none"> · Disposition Method · Disposition Date · Disposition Value · Net Proceeds · Recipient 	These fields must be completed if the property has been disposed. These fields MUST BE BLANK if the property is still in the inventory.
25. Sustainability	Shared Section	Sustainability	Required for Buildings

D.5 FRPC Data Elements (1-25) Discussion

The primary guidance for reporting FRPC data elements is contained in Appendix I. This guidance will be used by both landholders and non-landholders for data elements that are common to both FRPC and ARIS reporting. The information provided below is intended to supplement and clarify guidance for reporting the FRPC data elements.

1. Real Property Type

Structure.

The asset is designated as either Building, Land, or

2. Real Property Use/Predominant Usage

A real property asset must have one and only one predominant use. Real Property Predominant Use Categories, along with descriptions, can be found in the attached FRPC guidance.

Enter the complete word for the appropriate use; do not abbreviate. For the ARIS database, do not use the use codes - choose from the drop-down menu.

Leased space for a portion of a building should be categorized by the predominant use of the leased space, not by the predominant use of the building. (For example there could be a lease for warehouse space in a building that is predominantly made up of offices. The lease, which is treated as a separate constructed asset, should be categorized as 'warehouse'.)

3. Legal Interest

a. Legal Interest:

Owned (G): HHS has a fee-simple interest in the asset

Leased (L): The rights to the asset have been assigned to HHS by a private entity or by another federal government entity (e.g., GSA) for a defined period of time, in return for rental payments

State Government-Owned (S): A U.S. state government holds title to the property but rights for use have been granted to HHS in an arrangement other than a leasehold arrangement

Foreign Government-Owned (F): A foreign government holds title to the property but rights for use have been granted to HHS in an arrangement other than a leasehold arrangement

b. Lease Maintenance Indicator (Y/N): This sub data element captures information regarding maintenance responsibility for leased assets to allow for validation of complete Condition Index performance measures. Use the **Lease Maintenance Indicator** pick list to indicate Yes or No as to whether the reporting Federal agency has responsibility for maintaining the condition of the leased asset.

c. Lease Authority: The Lease Authority sub data element will help the Federal Government to answer questions related to authorities used for leasing activities. Lease authority will be a sub element under Legal Interest and will only be required for leased assets. Options are as follows:

Independent Statutory Authority

Delegation from GSA. If the lease is a delegation from GSA, indicate which of the following authorities was utilized:

Categorical Space

Special Purpose Space

Provider of Choice authority

TRIBALLY OPERATED: For HHS internal purposes, OPDIVS should note if an owned asset is tribally operated. Enter Y if it is tribally operated or N if it is not tribally operated.

4. Status

a. Status Indicator. Status reflects the predominant physical/operational status of the asset. Buildings, structures and land parcels will have one of the following attributes (valid codes are in parenthesis):

Active (A): Assets which are under HHS control, and are in use.

Inactive (I): Assets which are under HHS control, but are not currently in use; however, the assets are being held for future use.

Excess (E): Assets which are under HHS control, but are not in use and are planned for disposal.

Disposed (D): Assets that are no longer in the inventory are reported as disposed. The record should remain in the database for historical record purposes.

b. Outgrant Indicator. If the asset is federally owned or leased, but rights have been conveyed or granted to another entity, enter Y.

5. Historical Status

All assets with a Legal Interest of "owned" or "leased" must report historical status, or indicate "Not Evaluated".

6. Reporting Agency

Reporting Agency. For FRPC, this field refers to the Federal Agency/Bureau reporting the property to the Federal Real Property Profile (FRPP) database. This field, in conjunction with the Legal Status field, defines who owns an asset. However, for HHS, **Reporting Agency** refers to the entity (OPDIV) reporting the property to the HHS inventory database. Provide the 4 digit Agency Bureau Code for the entity (i.e., OPDIV reporting the property). The agency bureau code is a 4 digit GSA-provided code identifying the agency and bureau. The first two digits identify the agency; the last two digits identify the bureau within the agency.

(For Department level reporting to the FRPP, the 4 digit code for HHS, which is 7500, will automatically be reported in lieu of the OPDIV code.)

7. Using Organization

See attached **Reporting Agency** guidance above.

8. Size

See attached FRPC guidance and instructions in the data element table under paragraph C.5.

9. Utilization (Performance Measure 1)



HHS requires that Utilization be reported for the 5 major Building Predominant Use categories in the table below.

Note: For each building or structure report only the utilization category code:
 • 1 (over-utilized)
 • 2 (utilized)
 • 3 (under-utilized)
 • 4 (not utilized)
 Agencies should however maintain the actual percentage for audit purposes.

Guidance for the Utilization Performance Measure is specific to HHS and follows its "Performance Measure for Facilities Utilization" included as Appendix B. HHS, with the concurrence of the Office of Management and Budget, is not using the guidance outlined in the FRPC Guidance for Real Property Inventory Reporting.

Utilization is defined as: The state of having been made use of, i.e., the rate of utilization.

The Utilization Rates for each of the five Building Predominant Use categories are defined in Appendix B.

Current design capacity is defined as the maximum capacity at which an asset, facility or system can operate, regardless of statutory, regulatory, contractual or other conditions or restrictions.

Agencies have flexibility in judgment for determining current design capacity.

Agencies will capture and maintain **Utilization** as a percent utilization on a scale of 0% to 100%, but report only the associated utilization category code as shown in the table below, which identifies the categories and percent utilization used to determine the rate of utilization.

Categories & Percent Utilization
Building Use Categories/Codes

Utilization Categories & Codes for Reporting	Office (10)	Hospital (21)	Warehouse (41)	Laboratory (74)	Housing (30, 31)
(1) Over Utilized	>161 usf/ occupant	>120%	>85%	<200 nasf/ scientist	N/A
(2) Utilized	161-226 usf/ occupant	80-120%	50-85 %	200 - 460 nasf/ scientist	85-100 %
(3) Under-Utilized	>226 usf/ occupant	<80 %	10-50 %	>460 nasf/ scientist	< 85%
(4) Not Utilized	N/A	0	<10%	0	N/A



Note that Not Utilized is not an acceptable value for **Offices**, and that Over Utilized and Not Utilized are not acceptable values for **Housing** (which includes both Family Housing and Dorms/Barracks).

10. Value

Leased property is not excluded. Refer to attached FRPC guidance.

11. Condition Index (Performance Measure 2)



Only buildings and structures are required to have a Condition Index; land is excluded. Leased properties with an LMI of "Yes" are also required to report CI.

Condition Index (CI) is a general measure of the constructed asset's condition at a specific point in time. CI is calculated as the ratio of **Repair Needs** to **Plant Replacement Value** (PRV) (also known as functional replacement value).

$$\text{Formula: } CI = (1 - \text{\$repair needs}/\text{\$PRV}) \times 100$$

The CI will be reported as a "percent condition" on a scale of 0% to 100% (positive whole numbers; for cases in which the calculation results in a negative number, the percentage should be reported as zero). The higher the CI the better the condition the constructed asset is in. The CI will be reported annually on an agency or department-wide basis.

Repair Needs: the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency or capability. Agencies/departments will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.

Plant Replacement Value: (or functional replacement value) the cost of replacing an existing asset at today's standards (see section C.10 Value. Target CI levels will initially be set by the agencies/departments in consultation with OMB.

Note: If the agency only owns, leases or otherwise manages a portion of the constructed asset, only report condition on the owned, leased or otherwise managed portion of the inventory.

For leased assets, only report the condition for leases where the Government is responsible for maintaining the condition of the asset (LMI is 'Yes').

12. Mission Dependency (Performance Measure 3)

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories (valid codes to be entered are in parenthesis). For HHS purposes, there is also a text field which should be completed for any asset that is designated Not Mission Dependent to explain the reason for this designation.

- (1) Mission Critical** – without constructed asset or parcel of land, mission is compromised. [Space or facilities that house activities such as health and social science research; preventing disease, including immunization services; assuring food and drug safety; Medicare (health insurance for elderly and disabled Americans) and Medicaid (health insurance for low-income people); health information technology; financial assistance and services for low-income families; improving maternal and infant health; Head Start (pre-school education and services); faith-based and community initiatives; preventing child abuse and domestic violence; substance abuse treatment and prevention; services for older Americans, including home-delivered meals; comprehensive health

services for Native Americans; and medical preparedness for emergencies, including potential terrorism are mission critical.

- (2) **Mission Dependent, Not Critical** – does not fit into *Mission Critical* or *Not Mission Dependent* categories. [Space and facilities that support the above mentioned activities are mission dependent.]
- (3) **Not Mission Dependent** – mission unaffected. [Mission is unaffected by the elimination of the constructed asset.]

13. Rent & Annual Operating Costs (Performance Measure 4)

Rent and Annual Operating Costs consist of rent and any other operating costs (as defined by the FRPC) not borne by the landlord and paid by the HHS entity. See the attached guidance for real property inventory reporting for a description of costs to be included (recurring maintenance and repair, utilities, cleaning, roads/grounds). Security, major repairs and capital improvements are not included.

Annual Operating Costs for Government owned properties (other than leased) consist of the following :

- Recurring maintenance and repair costs;
- Utilities (includes plant operation and purchase of energy);
- Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations); and
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Rent & Annual Operating Costs for all leases

HHS entities should report annual lease costs, plus any additional government operating expenses (as listed above) not covered in the lease, for which HHS is responsible. For GSA leases, use the GSA rent bill information.

HHS entities are to provide actual costs annually for all buildings, land and structures. This field is to be populated as a total annual cost, not on a cost-per-square foot basis.

14. Main Location/Street Address See attached FRPC guidance.

15. Real Property Unique Identifier

Real Property Unique Identifier is a code that is unique to an item of real property that will allow for linkages to other information systems. The **Real Property Unique Identifier** is assigned by the Reporting Agency.

GSA assigns the identifier for properties leased from GSA. If an asset is not leased through GSA and there is no other Real Property Unique Identifier in use by the HHS entity reporting the asset, the HHS entity should create a six-digit code, the first two digits of which are the abbreviation for the state in which the asset is located. A building with more than one lease should have an identifier that contains a suffix making it unique. For example, if building MD1245 has three leases, the identifiers for those leases could be MD1245a, MD1245b, and MD1245c.

To support meaningful data analysis over time, the RPUI should never be changed after it is first entered in the database. RPUI shall not be changed without approval from HHS/OFMP.

16. City

Provide the 4 digit GLC for the **City** or town associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located.



GLCs (Geographic Location Codes) for cities, states, counties, and countries can be found at: <http://www.gsa.gov/glc>

17. State

Provide the 2 digit GLC for the **State** associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located.

18. Country

Provide the 3 digit GLC for the **Country** associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located.

19. County

Provide the 3 digit GLC for the **County** associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located.

20. Congressional District

Provide the value for the **Congressional District** associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located. For states with a single congressional district, use 01.



Congressional Districts can be found at: <http://www.house.gov>

21. ZIP Code

Provide the 5 digit ZIP code associated with the reported **Main Location or Street Address** at which the land parcel, building or structure is located and, if known, the additional four-digit zip code suffix.



Zip Codes can be found at: <http://www.usps.com>

22. Installation/Sub-Installation Identifier/Installation Name

See attached FRPC guidance.

23. Restrictions

All known limitations on the use of real property shall be reported in accordance with the attached FRPC guidance. Properties that have a historical status of National Historic Landmark, National Register Listed, National Register Eligible, or Non-contributing element of a historic district shall also be reported as having a cultural resource restriction.

24. Dispositions

For assets that exited the inventory during the current reporting period, agencies are required to provide disposition data. The minimum required data elements for FRPP are:

- Reporting Agency

- Real Property Unique Identifier
- Status
- Disposition
 - Disposition Method
 - Disposition Date
 - Disposition Value
 - Net Proceeds
 - Recipient (only if a *Federal transfer* or *Public Benefit Conveyance*)
 -



Disposition data is reported to FRPP only in the year the asset has exited the agency's inventory. However, the historic inventory data and disposition data **shall be maintained in the HHS ARIS database in perpetuity.**

- Do not delete inventory records
- Do not clear or zero the contents of data fields containing descriptive information for a property just prior to its disposal.

This information will improve our capability to respond to data calls or inquiries related to disposals over time. The comments field in ARIS can be used to explain circumstances of particular importance related to the disposal that cannot be conveyed through the data (optional).

During the confirmation step of the FRPP data submission process, FRPP will generate a report of missing Real Property Unique Identifiers in the current reporting period compared to the previous year's reporting to ensure that all disposed property has been properly identified. Agencies will receive a report of the missing Real Property Unique Identifiers and will need to correct data or be prepared to explain these variances to OMB.

25. Sustainability Provide the status of the asset in meeting the Sustainability goals set in EO 13423. This is mandatory for Buildings, and optional for Structures.

The options are:

- Yes (1): The asset has been assessed and meets the guidelines
- No (2): The asset has been assessed and does not meet the guidelines
- Not yet evaluated (3): The asset has not been evaluated
- Not applicable (4): The guidelines do not apply to this asset



Do not report Sustainability for Land assets – leave blank.

APPENDIX A. ACRONYMS & GSA AGENCY BUREAU CODES

Acronym	OPDIV or Entity
ACF	Administration for Children and Families
AOA	Administration on Aging
AHRQ	Agency for Healthcare Research and Quality
ASPR	Office of the Assistant Secretary for Preparedness & Response
CDC	Centers for Disease Control and Prevention
CMS	Centers for Medicare and Medicaid Services
FDA	Food and Drug Administration
HRSA	Health Resources and Services Administration
IHS	Indian Health Service
NDMS	National Disaster Medical System
NIH	National Institutes of Health
OIG	Office of the Inspector General
OS	Office of the Secretary
PSC	Program Support Center
SAMHSA	Substance Abuse & Mental Health Services Administration

AGENCY CODE	BUREAU CODE	TITLE
75	00	Department of Health and Human Services
75	01	Office of the Secretary
75	03	Health Resources and Services Administration
75	05	Centers for Medicare and Medicaid Services
75	06	Food and Drug Administration
75	08	National Institutes of Health
75	09	Centers for Disease Control and Prevention
75	10	Indian Health Service
75	11	Program Support Center
75	13	Substance Abuse and Mental Health Services Administration
75	17	Administration for Children and Families
75	18	Agency for Healthcare Research and Quality
75	19	Administration on Aging
75	20	Departmental Management (IG)
99	99	Non-Federal Government entity

APPENDIX B. HHS FACILITIES UTILIZATION PERFORMANCE MEASURE

I. Purpose

The purpose of this measure is to determine the extent of facilities utilization of five major property types occupied by HHS, including office, warehouse, laboratory, hospital and residential properties to ensure right-sizing of Departmental properties.

II. Applicability

This performance measure applies to each HHS office, warehouse, laboratory, hospital and residence (as defined below by the Federal Real Property Council FRPC). Applicability extends to all properties leased and/or owned and operated by HHS, but not properties owned by the HHS and operated by others, such as the IHS properties operated by tribes.

The FRPC property type definitions are included below:

Office: Buildings primarily used for office space

Warehouse: Buildings used for storage, such as ammunition storage, covered sheds, and buildings used primarily for storage of vehicles or materials. Also included are underground or earth-covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures. (Note that most HHS warehouses are not used for storing the types of the materials described in the FRPC definition. Some typical uses for HHS warehouses include storage of personal property, furniture, and equipment; vehicle storage; and mail distribution. All HHS warehouses are included within the broader FRPC definition.)

Hospital: Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision, and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research. (Note that IHS is the only HHS OPDIV with hospitals that fit this definition.)

Laboratory: Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories, meteorological research laboratories, and buildings used in designing, developing and testing prototypes and processes for chemistry and physics. This category excludes medical and industrial laboratories used for routine testing.

Family Housing: Buildings used primarily as dwellings for families/dependents. It includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and institutional housing.

III. Responsibilities

Each OPDIV or other HHS component is responsible for the following to assure appropriate implementation:

- A. Each OPDIV or other HHS component will apply this measure to 100% percent of its relevant portfolio. Reporting will be part of the testing process for metric applicability purposes.
- B. Each OPDIV will utilize an electronic asset inventory system. The OPDIV component is to ensure that the inventory system has data fields for the relevant property types and for the categories Over Utilized, Utilized, Under Utilized, and Not Utilized, allowing for the input of one of the Facilities Utilization letter designations identified in the procedures below. The OPDIV will ensure this system is coordinated with OFMP prior to implementation.

IV. Procedure

Each OPDIV or HHS component will follow the procedures below to determine the utilization of each property type as Over Utilized, Utilized, Underutilized, or Not Utilized, in accordance with the table that follows. On an annual basis, in the last quarter of each fiscal year, the OPDIV will review the facility categorizations and update the building inventory system with any changes.

Each OPDIV will base its measurement on an annual census. The census will count each staff person who both holds an HHS (or OPDIV) ID and occupies HHS (OPDIV) facilities. "Staff includes HHS (OPDIV) employees (FTEs), contractors, guest researchers, research fellows, tenants (such as day care centers and retail spaces), and volunteers. No distinction is made between part-time and full-time employees, each of whom is counted as a whole number. The census counts people in all facilities, leased or owned.

A. Office

For HHS, the utilization measure for offices will be based upon the usable square footage (USF) currently being occupied relative to the total number of occupants in the space.

The criteria are based on:

- the percent utilization breakdown shown in Table 3 of the *FRPC Real Property Inventory User Guidance for FY 2007 Reporting*, and
- allowance for a 5% standard deviation in calculating square footage as recommended by the UPMWG.

Category (FRPP code)	Utilization Rate*
Over Utilized (1)	< 161 USF/occupant
Utilized (2)	161 – 226 USF/occupant
Under Utilized (3)	> 226 USF/occupant
Not Utilized (4)	Not Applicable
* The 226 nasf/pp figure does not supersede the current HHS UR Policy. Any UR that exceeds 215 usf/occupant requires clearance from the Deputy Assistant Secretary (DAS) for Facilities for owned and leased properties as outlined in the policy (see Appendix D).	

Exceptions for Office Utilization reporting: If a property meets any of the three definitions described below, then that asset status will be reported as "Utilized" in ARIS.

- **Exception 1** – Asset with five (5) or fewer occupants or less than 3,000 useable square feet.
- **Exception 2** – Asset listed as Historic Eligible or Historic Registered.
- **Exception 3** – Security asset (e.g. guard shacks, visitors centers) and COOP

OPDIVs are required to have the appropriate documentation in place to support compliance with the HHS Utilization Policy and to support "utilized" status for any of the three (3) exceptions above.

OPDIVs may utilize automated systems or other methods of calculating the utilization of offices that provide results consistent with the above noted performance measure.

B. Warehouse

HHS warehouses generally operate as centralized receiving, distribution, and stores operation. Their functions include, but are not limited to the following: receiving, bar-coding, staging, and distributing accountable property, short-term storage not to exceed six months, staging surplus property for disposal and/or reutilization, package, palletize, and stage shipments as necessary.

A warehouse is considered specific for operations and is typically for short-term storage vs. "Storage" which is for an indefinite time period. An example of "warehouse" would be multilevel storage with more complex storage handling equipment, e.g. forklifts. An example of "storage" would be a tractor shed.

All warehouse/storage assets **under 10,000 sq. ft** will be considered utilized if they are used, and not utilized if not used. Warehouses are used for short-term storage throughout the year, but may in fact have periods of time where they appear to be underutilized. (For example, a shipment of furniture that has been stored for the past 6 months was just removed from the warehouse and installed in a renovated facility. There racks and/or floor space will be held vacant for the next two months pending the arrival of 500 new computers and monitors. The warehouse would not be considered underutilized or not utilized during this two month period of vacancy because the space was being held for a pending shipment.) Therefore, the

most efficient way to determine utilization is through collaboration with each OPDIV's Materiel Management (or other end user) staff, as well as through field verification wherever possible.

The following formula shall be used for calculating Utilization Rate of Warehouses:

Design Capacity (floor plate (GSF) or number of stacks facility was designed for) x % of space (either GSF or number of stacks) utilized X 100.

Category (FRPP code)	Utilization Rate
Over Utilized (1)	> 85%
Utilized (2)	50 - 85%
Under Utilized (3)	10 – 50%
Not Utilized (4)	< 10%

C. Hospitals

At the time of the FY 2007 HHS Utilization Improvement Action Plan, HHS (at the recommendation of IHS) proposed to determine the utilization rate of its hospitals, including the inpatient and clinic components of the hospitals, by comparing required program space/existing space based on the IHS Health System Planning (HSP) process as shown in the table below.

Category (FRPP code)	Utilization Rate
Over Utilized (1)	> 120%
Utilized (2)	80 - 120%
Under Utilized (3)	< 80%
Not Utilized (4)	0

Required program space in the HSP is determined by numerous factors such as:

- ◆ Demography ◆ Function or discipline ◆ Staff ◆ Service Radius ◆ Work Load Threshold ◆ Exams
- ◆ Bed Days ◆ Work Load Limits ◆ Meals ◆ Billable Test ◆ Staff travel time ◆ Service
- ◆ Man Hours ◆ Surgical Procedures ◆ Visits ◆ Storage Index ◆ Work Units ◆ Births ◆ Linen

A contributing factor to the challenge of determining an accurate methodology for calculating the utilization rate for the IHS facilities is the definition of the predominant use category for hospital. FRPC guidance states that a real property asset must have only one predominant use code. The IHS has 45 assets with the building predominant use classification of "Hospital". The FRPC building predominant use classifications do not allow for a mixed service health care delivery model. Currently, IHS employs a health care system that provides for outpatient services (ambulatory care) and inpatient services (hospital or non-ambulatory care). Typically both types of services are provided within one asset. During the 15 August 2007 meeting the UPMWG discussed the HHS hospital utilization rate methodology. The group did not come to a resolution on an acceptable method for determining this rate and thus was unable to determine utilization status as it relates to the FRPC percentages. It was determined that HHS and IHS should investigate other federal agencies that hold hospital and clinical assets to determine standard calculation procedures at those agencies. In regards to the hospital utilization status, IHS is considered to be the stakeholder OPDIV.

HHS Decision:

The HHS utilization rate for hospitals will be determined by the methodology described above and contained in the 2007 HHS Utilization Improvement Action Plan until an alternate method, if any, is identified by HHS OFMP and IHS. The calculations should take into account both ambulatory, non-

ambulatory, and any other associated services, medical or otherwise, located within the asset. The above methodology accommodates the health care delivery model employed by IHS. HHS OFMP will work with IHS to research, evaluate, and refine any appropriate alternative methods for calculating the utilization rate for assets categorized as hospitals and any other related assets. Findings and recommendations will be presented to the SRPO for a final decision. After a final decision is issued, the HHS utilization rate will be cross-walked with the FRPC percent utilization standards to determine the rate of utilization reported in the ARIS and ultimately the GSA FRPP.

D. Laboratories

The design capacity for HHS research laboratory for planning and occupancy purposes shall not exceed 460 net assignable square feet (nasf) per scientist. Research laboratory (e.g. “wet laboratory”) space includes: laboratory (based on a standard module of 11’x33’), laboratory support, and laboratory related offices. Laboratory personnel who are housed within the identified space are defined as budgeted FTEs including vacancies for which recruitment has been approved and applies to all acquisitions not already advertised, as well as to new construction and renovations not yet at an approved final design stage. It does not include building and floor common areas (public elevator lobbies, corridors, restrooms) and GSA or HHS joint use areas. Many HHS laboratories are unique because of the diverse missions of the Centers for Disease Control and Prevention, the Food and Drug Administration, and the National Institutes of Health. The following laboratory functions are excluded and will be measured separately from HHS standard laboratory utilization rate:

Centralized Support: Centralized laboratory stand alone support facilities, such as centralized freezers, glass wash facilities, and computer centers, are determined by use of appliances, equipment and instruments to support research on a centralized basis. Net assignable square feet per person will not be employed to determine the utilization rate for shared and centralized support laboratory spaces. Centralized support space exists to support research; therefore, they are utilized so long as there is research.

Instrument or Special Purpose Laboratories, High Containment Laboratories and Clinical Research: Special purpose and instrument laboratories are determined by size of equipment and instruments. Net assignable square feet per person will not be employed to determine the utilization of special purpose or instrument laboratories. Special purpose laboratories are utilized or not utilized; likewise high containment laboratories (BLS-4) and clinical research space will be utilized or not utilized.

Animal Research Facilities (Vivaria): The utilization of animal housing is based on the requirements in the *Guide for the Care and Use of Laboratory Animals*. The utilization of the related animal research facility support functions are determined by research protocols and species housed, including: necropsy, surgery, procedure room, cage wash, quarantine area, sterilizer room, isolation, locker room, feed and bedding storage, X-ray, treatment room, behavioral testing room, microinjection room, transgenic lab suite, diagnostic lab suite, environmental experiment room, cage decontamination area, surge cage storage, field equipment room, material decontamination/entry, incinerator, tissue digester, food preparation kitchen, automatic watering system room, CVAC system support room shared space for records, locker rooms, animal irradiator, analgesic inhaler device, and waste disposal are determined by research protocols and species housed. Animal research facility support spaces are utilized or not utilized.

Category (FRPP code)	Utilization Rate
Over Utilized (1)	< 200 nasf/scientist*
Utilized (2)	200 – 460 nasf/scientist
Under Utilized (3)	> 460 nasf/scientist
Not Utilized (4)	0

* Research at the National Institutes of Health is similar to a university biomedical research program that utilizes a large number of Post Doctorate Fellows in their research laboratories and therefore their density would be higher. The Centers for Disease Control and Prevention and the Food and Drug Administration biomedical research programs are more aligned with industry and their density would be lower.

E. Housing

HHS housing is provided for IHS medical staff in remote locations. The Bethesda Campus of the NIH also provides staff housing including a house for the U.S. Surgeon General. HHS OPDIVs have housing that is utilized on a seasonal basis, housing that is predominantly used during a specific peak season, housing that is utilized year-round, and a combination thereof. Therefore, it is necessary to develop a calculation which captures seasonal or predominantly used during a specific peak season and year-round utilization.

A garage or storage shed which is associated with a housing asset (i.e., free-standing, but on the same property) should be coded that same as the housing asset.

Year-Round Use

Individual housing assets used year-round must be occupied for 310 days per year to achieve 85% occupancy on a daily basis to be considered utilized for the reporting year. Multiple Occupancy Units (Apartment buildings, Dorms, Quads, Bunkhouses, Duplexes, etc.) are considered occupied if any portion, i.e., any room or individual apartment, is occupied. In addition, an individual housing asset is considered occupied if it is being held for an anticipated hire.

85% to 100% = Utilized
 <85% = Under Utilized

Calculation: 365 days x .85 = 310 days or 85% utilization rate

Example: A housing asset occupied 310 or more days out of 365 = Utilized
 A housing asset occupied <310 days out of 365 = Under Utilized

Seasonal or Predominantly Used During a Specific Peak Season

Individual housing assets used seasonally, or predominantly used during a specific peak season, must be occupied for 85% of the days included in the seasonal period to be considered utilized for the reporting year. Multiple Occupancy Units (Apartment buildings, Dorms, Quads, Bunkhouses, Duplexes, etc.) are considered occupied if any portion, i.e., any room or individual apartment, is occupied. In addition, an individual housing asset is considered occupied if it is being held for an anticipated hire.

85% to 100% = Utilized
 <85% = Under Utilized

Calculation: The total number of days in the seasonal period x .85 = 85% utilization rate

Example: *A housing asset is used during a seasonal period of April through October (244 days). Seasonal Days = 244 x .85 = 207 days or 85% utilization rate*

If this housing asset were occupied 207 days or more during the seasonal period April through October, it would be considered "Utilized." If it were occupied less than 207 days, it would be considered "Under Utilized."

Category (FRPP code)	Utilization Rate
Over Utilized (1)	Not Applicable
Utilized (2)	85 - 100%
Under Utilized (3)	< 85%
Not Utilized (4)	Not Applicable

F. Summary

The initial categorization for each facility will be entered into the OPDIV's or other HHS component's building inventory system using the following designations:

- 1 Over Utilized
- 2 Utilized
- 3 Underutilized
- 4 Not Utilized

On an annual basis, in the last quarter of each fiscal year, the OPDIV will review the facility utilization categorizations and update the building inventory system with any changes.

NOTE: This is not the same as the Utilization Rate, which is a calculated field that appears in some ARIS reports as a percentage—usable square feet divided by number of occupants (Building Details/Shared).

Summary Table

Category	Office	Warehouse	Hospital	Laboratory	Housing
Over Utilized	< 161 USF/occupant	>85%	> 120%	< 200 nasf/ scientist	N/A
Utilized	161 – 226 USF/occupant	50-85%	80% -120%	200 – 460 nasf/ scientist	85-100%
Under Utilized	> 226 USF/occupant	10-50%	< 80%	> 460 nasf/ scientist	<85%
Not Utilized	N/A	<10%	0	0	N/A

APPENDIX C. HHS POLICY: OFFICE AND RELATED SPACE UTILIZATION RATE (U/R)



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Administration and Management
Washington, D. C. 20201

July 14, 2003

TO: Operating and Staff Division Heads

FROM: Ed Sontag *Ed Sontag*
Assistant Secretary for Administration and Management

SUBJECT: Maximum Utilization Rate for Office and Related Space

Attached is a copy of the HHS Utilization Rate policy which was forwarded to you in draft form by my memo of January 27 for your distribution to your bargaining units for their review and possible negotiation. That process is now completed, and the policy is hereby implemented effective today. It will be incorporated into the HHS General Administrative Manual in coming weeks as we undertake a general review and update of those issuances.

Please forward copies of the attachment to those in your agencies who are responsible for space acquisitions and assignments for their use beginning immediately. All previously issued HHS directives, policies, or issuances on this subject are hereby superceded.

Attachment

**Department of Health and Human Services
Office of the Secretary
Office of the Assistant Secretary for Administration and Management**

POLICY: Office and Related Space Utilization Rate (U/R)

GSA's REQUIREMENTS

Title 41 CFR Part 102-79, titled "Assignment and Utilization of Space," the General Services Administration (GSA) requires the Department to promote maximum utilization of Federal workspace, consistent with mission requirements, to maximize its value to the Government. In addition, Title 41 Part 102-74, titled "Facility Management," states, in part, that the management, operation, and maintenance of buildings and building systems must: (a) be cost effective and energy efficient; (b) be adequate to meet the agencies' missions; and (c) meet nationally recognized standards.

PURPOSE

Based on these requirements, the Department of Health and Human Services (HHS), Office of the Secretary (OS), Office for the Assistant Secretary for Administration and Management (OASAM), provides the following policy to all Operating Divisions (OPDIV) and Staff Divisions (STAFFDIVs) components which acquire office and related space either directly by lease, construction, or purchase, or through the General Services Administration (GSA) or other agency on their behalf, or which undertakes renovations or construction to reallocate space in existing facilities. This document establishes a maximum allowable space utilization rate. OPDIVs and STAFFDIVs should consider the overall mission and grade structure of the organization when establishing the Program of Requirements (POR) to assure the most efficient and economic use of space. The Program of Requirement is the document in which an agency first defines and establishes its overall space requirements. Space utilization rates below the maximum are strongly encouraged.

POLICY

The maximum space allowable for planning and occupancy purposes is 215 useable (as defined by the Building Owners and Managers Association) square feet per person on average. Persons are defined as budgeted FTEs and contractors on-site, including vacancies for which recruitment has been approved. This standard refers to total space (office plus associated storage and special space), and applies to all acquisitions not already advertised, as well as to new construction and renovations not yet at an approved final design stage.¹ It does not include building and floor common areas (public elevator lobbies, corridors, restrooms) and GSA or HHS joint use areas. No private office shall exceed 350 usf.² All proposals for acquisition of office type space which

¹ An exception to this maximum utilization rate are acquisitions of field office space for 5 or fewer employees in cases where no blocks of space are offered which meet the requirement, after all competitive procedures are exhausted. Other HHS offices in the area, if any, shall first be contacted to see if space may already be under lease which will accommodate the requirement.

² Offices of over 250 usf are reserved to agency heads or equivalents, or department level officials (Deputy Assistant Secretary or higher).

Page 2 of 2 - Office and Related Space Utilization Rate

exceed this maximum utilization rate and/or include HHS joint use space, will require prior approval from OASAM's Office for Facilities Management and Policy (OFMP). Requests for approval to acquire space should be explained in a memo transmitting the subject Program of Requirements (POR) to the OFMP Director, who is the Deputy Assistant Secretary for Facilities (DASF), at the time the POR is assembled. If an approved acquisition later requires additional space due to building characteristics discovered during design and layout, approval of the OFMP is required before moving to acquire the additional space.

For purposes of this directive, Special Space includes the following:

- LAN rooms
- break/kitchen rooms
- telephone rooms or closets
- copy rooms
- reception areas
- libraries
- training rooms (non-staffed)
- meeting rooms

HHS Joint Use applications may include the following (with prior justification and approval):

- cafeterias/vending stands
- day care facilities
- Health Units
- data centers (shared by installation)
- fitness centers
- travel offices
- credit unions
- conference centers (shared by installation)
- training centers (staffed full time)
- Libraries (staffed full time)
- printing and reproduction units (staffed full time)

EFFECT ON PRIOR POLICY

All existing policies inconsistent with the provisions of this policy (i.e., Office and Related Space Utilization Rate) are superseded.

EFFECTIVE DATE

This policy directive is effective upon date of signature.



Ed Sontag
Assistant Secretary for
Administration and Management, OASAM, OS

Date: 7/14/03

APPENDIX D. QUICK GUIDE – HHS ARIS DATA DICTIONARY

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
1.	ODPIV		Alpha	50	
		ACF	Alpha	50	
		AHRQ	Alpha	50	
		AoA	Alpha	50	
		CDC	Alpha	50	
		CMS	Alpha	50	
		FDA	Alpha	50	
		HRSA	Alpha	50	
		IHS	Alpha	50	
		NIH	Alpha	50	
		OIG	Alpha	50	
		OSC	Alpha	50	
		PSC	Alpha	50	
		SAMHSA	Alpha	50	
2.	Reporting Agency	7500	Numeric	4	<i>Should always be '7500'</i>
3.	Real Property Unique Identifier	Real Property Unique Identifier	Alpha/ numeric	20*	* 20 characters in ARIS; 24 characters in FRPP
4.	Building Name	Name of the Building	Alpha	30	
5.	Street Address	Street Address	Alpha	50	
6.	City	City Code or name of City	Alpha	30	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
7.	State	State Code or name of State	Alpha	50	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
8.	ZIP code	ZIP Code	Alpha	20	<i>Provide 5 digit ZIP Code plus 4 digit suffix if known</i>
9.	Country	Country Code or name of Country	Alpha	30	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
10.	Space Use	How the space is used	Numeric	2	
10A.	A. Land (Type 20) Usage Categories				
		Agriculture	numeric	2	
		Grazing	numeric	2	
		Forest and Wildlife	numeric	2	
		Parks and Historic Sites	numeric	2	
		Wilderness Areas	numeric	2	

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
		Office Building Locations	numeric	2	
		Miscellaneous Military Land	numeric	2	
		Airfields	numeric	2	
		Harbor and Port	numeric	2	
		Post Office	numeric	2	
		Power Development and Distribution	numeric	2	
		Reclamation and Irrigation	numeric	2	
		Flood Control and Navigation	numeric	2	
		Vacant	numeric	2	
		Institutional	numeric	2	
		Housing	numeric	2	
		Storage	numeric	2	
		Industrial	numeric	2	
		Space Exploration	numeric	2	
		Research and Development	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids	numeric	2	
		Training Land	numeric	2	
		All Other	numeric	2	
10B.	B. Building (Type 35, 30) Usage Categories				
	*	Office	numeric	2	
		Post Office	numeric	2	
	*	Hospital	numeric	2	
		Prison (Government Owned only)	numeric	2	
		School	numeric	2	
		Other Institutional Uses (such as Libraries, Chapels, Museums)	numeric	2	
	*	Family Housing	numeric	2	
	*	Dormitories/Barracks	numeric	2	
	*	Warehouses	numeric	2	

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
		Industrial	numeric	2	
		Service	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids	numeric	2	
	*	Laboratories	numeric	2	
		All Other	numeric	2	
10C.	C. Structure (Type 40) Usage Categories				
		Airfields Pavements	numeric	2	
		Harbors and Ports	numeric	2	
		Power Development and Distribution	numeric	2	
		Reclamation and Irrigation	numeric	2	
		Flood Control and Navigation	numeric	2	
		Storage (other than buildings)	numeric	2	
		Industrial (other than buildings)	numeric	2	
		Service (other than buildings)	numeric	2	
		Space Exploration Structures	numeric	2	
		Parking Structures	numeric	2	
		Research and Development (other than Labs)	numeric	2	
		Utility Systems	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids (other than buildings)	numeric	2	
		Recreational (other than buildings)	numeric	2	
		Roads and Bridges	numeric	2	
		Railroads	numeric	2	
		Monuments and Memorials	numeric	2	
		Miscellaneous Military Facilities	numeric	2	
		Weapons Ranges	numeric	2	
		All Other	numeric	2	
11.	Ownership	Ownership for Space	Alpha	30	

#	Data Element Field Name	List of Values "Pick List"	Data Type	Field Length (Maximum)	Notes
		GSA Owned	Alpha	30	
		GSA Leased	Alpha	30	
		Direct Leased	Alpha	30	
		Capital Lease	Alpha	30	
		Delegation	Alpha	30	
12.	Rentable Square Feet	RSF	Numeric	9 + 2 decimal places	
13.	Number of Occupants	Total number of occupants	Numeric	9	
14.	Security Level	Security Level	Numeric	1	Valid values are numbers 1 through 5
15.	Rent and Annual Operating Costs	Rent and Annual Operating Costs	Numeric	9 + 2 decimal places	
16.	Lease Option (Y/N)	Specifies whether or not any options exist on the lease.	Alpha	1	Valid values are 'Y' or 'N'.
17.	Lease Start Date	The lease commencement date	Alpha	10	MM-DD-YYYY
18.	Lease End Date	The lease expiration date	Alpha	10	MM-DD-YYYY
19.	Options Remaining	The number of options remaining on the lease	Numeric	1	
20.	Utilization Rate			NA	<i>This is not a data entry field. It will be automatically calculated when required for HHS canned reports.</i>
		Over Utilized	numeric	1	
		Utilized	numeric	1	
		Under Utilized	numeric	1	
		Not Utilized	numeric	1	
21.	Mission Dependency		Numeric	1	
		Mission Critical	numeric	1	
		Mission Dependent, Not Critical	numeric	1	
		Not Mission Dependent	numeric	1	
		*Not Rated	numeric	1	<i>*Note: this value is used for DoD/BRAC properties only</i>

APPENDIX E. HHS OPDIV CERTIFICATION STATEMENT



Real Property Asset Management
OVERSIGHT OF THE HHS PORTFOLIO

HHS OPDIV Certification Statement

[Quarter, Fiscal Year]

In accordance with Departmental reporting requirements that HHS OPDIVs maintain a complete and accurate inventory of owned, leased and otherwise managed holdings, I certify that data regarding space controlled by **[ENTER OPDIV NAME]** provided to the Department for upload in the HHS *Automated Real Property Inventory System* (ARIS) is complete and accurate as of this date. I also certify that this data is used to make daily decisions on asset management actions and that all portfolio holdings have undergone the HHS *Performance Assessment Tool* (PAT) analysis as applicable to ensure appropriate right-sizing, condition and cost requirements.

Further, consistent with the HHS RAMP Three-year Rolling Timeline real property strategic goals and management guiding principles please find attached Tables 1-7 reporting completed, adjusted, or new targets for demolitions, disposals, repair/renovation/modernization projects, capital construction projects, HHS leased space – planned consolidations, OPDIV milestones, and disposal by termination for the reporting period. The identified actions focus on both the immediate needs and long term desired results of efficient and effective portfolio management through appropriate application and consideration of the FRPC measures in daily decision making.

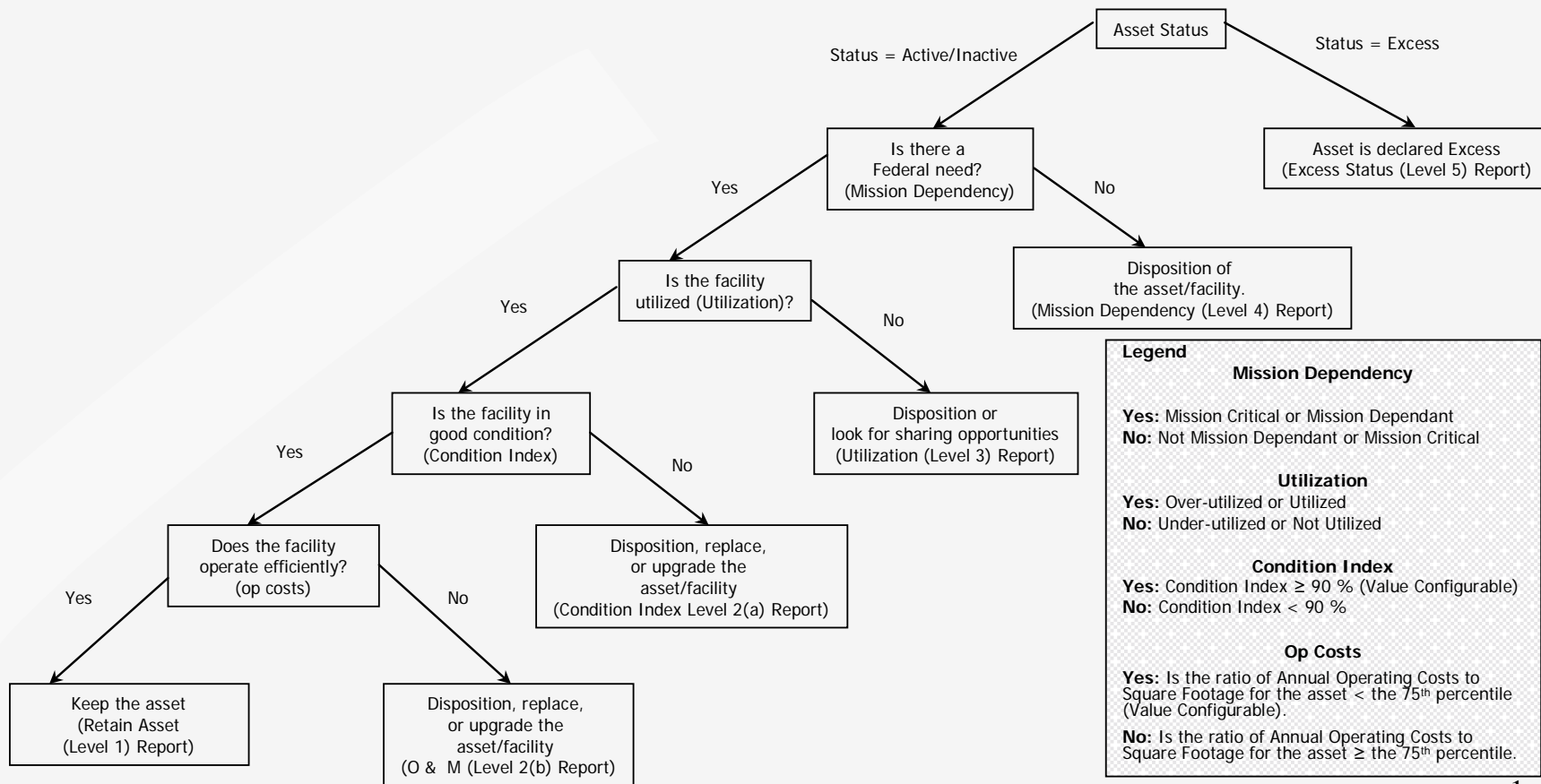
[Print OPDIV Facility Director's Name]

Date

Attachments:
[List attachments]

APPENDIX F. PERFORMANCE ASSESSMENT TOOL (PAT)

HHS Performance Assessment Tool



1

APPENDIX G. NEW ASSET DATA FORM



Real Property Asset Management
OVERSIGHT OF THE HHS PORTFOLIO

ARIS
New Asset Data Form

Date entered in ARIS: _____

Entered by: _____

DETAIL	OPDIV		File Id	
	File Name		Status	Active / Inactive / Excess / Disposed
	Address		Record Type	Building / Land / Structure
	Suite		Subtype	
	City		Size	
	State		Alt Size	
	Postal Code			
	Country	USA		
ARIS Section	Ownership	GSA owned / GSA leased / Direct owned / Direct leased / Capital lease / Delegation / IAA	Tribally Operated	Yes / No / NA
	Lease Options	Unknown / Yes / No / NA	Other Size	
	Rentable Size		Total Annual Op Costs	\$
	# Options Remaining		Report to ARIS	Yes / No
	Usable Size		Report to FRPC	Yes / No
	# of Occupants		Commencement	
	Security Level	1 / 2 / 3 / 4 / 5	Expiration	
	Building Name		SF 118 Submission	
FRPC Section	Delegated Lease Authority	ISA / GSA-CS / GSA-SPS / GSA-PCA	Congressional District	
	Legal Interest	Fed Govt Owned / Fed Govt Leased	Installation Identifier	
	Lease Maint Indicator	Unknown / Yes / No / NA	Installation Name	
	Outgrant Indicator	Unknown / Yes / No / NA	Sub-Installation Identifier	
	Historical Status		Structure UOM	
	Using Organization		Disposition Method	
	Value	\$	Disposition Date	
	Condition Index		Disposition Value	
	Latitude		Net Proceeds	\$
	Longitude		Recipient	
	County			

SHARED Section	Reporting Agency		Explain Why Not MD	
	Utilization	Over Utilized / Utilized / Under utilized / Not utilized	Annual O&M Costs	\$
	Mission Dependency	Mission Critical / Mission Dependent / Not MD	Sustainability	1-Yes / 2-No / 3-Not assessed / 4-NA
RESTRICTIONS Section	Environmental	Unknown / Yes / No / NA	Rights of Way	Unknown / Yes / No / NA
	Natural Resource	Unknown / Yes / No / NA	Mineral Rights	Unknown / Yes / No / NA
	Cultural Resource	Unknown / Yes / No / NA	Water Rights	Unknown / Yes / No / NA
	Developmental	Unknown / Yes / No / NA	Air Rights	Unknown / Yes / No / NA
	Reversionary Clauses	Unknown / Yes / No / NA	Other	Unknown / Yes / No / NA
	Zoning	Unknown / Yes / No / NA	Not Applicable	Unknown / Yes / No / NA
	Easements	Unknown / Yes / No / NA		

GSA CBR
OA number

Comments:

APPENDIX H. VERIFICATION & VALIDATION FORM



Real Property Asset Management
OVERSIGHT OF THE HHS PORTFOLIO

ARIS
Verification & Validation Form

OPDIV	
File ID	
Asset Name	
Address	
Type	
Subtype	

Verified by	
Date	
Corrected in ARIS?	
Correction date	

<i>Data Element</i>	<i>Original data</i>	<i>Correct/Incorrect?</i>	<i>Corrected data</i>	<i>Data source / Verification method¹</i>
Gross SF				
Rentable SF				
Usable SF				
# Occupants				
Mission Dependency				
Utilization rate				
Utilization				
Condition Index				
O&M Cost				
Sustainability				

¹ For example: Occupancy agreement, desk audit, field verification, GSA data confirmation

<i>Data Element</i>	<i>Notes</i>
Gross SF	
Rentable SF	
Usable SF	
# Occupants	
Mission Dependency	
Utilization rate/ Utilization	
Condition Index	
O&M Cost	
Sustainability	

Updated
August 2009

Instructions:

1. Complete all fields in the first section. For the File ID, enter the unique identifier used in ARIS.
2. Verify the accuracy and completeness of the data fields listed (at minimum), and enter the correct data as needed. If there are other data fields being verified, they can be entered in the blank lines. (Add as many lines to the table as necessary.)
3. Under "Data Source/Verification Method", enter the method used to arrive at the corrected (or verified) data.
4. After completing the data verification section, complete the top right section.
5. Any notes may be added in the last section.
6. A copy of the completed Verification & Validation form should be submitted with the OPDIV's next quarterly Certification Statement.

**APPENDIX I. FEDERAL REAL PROPERTY COUNCIL
2009 GUIDANCE FOR REAL PROPERTY INVENTORY
REPORTING, JULY 14, 2009**

http://www.gsa.gov/graphics/ogp/2009_Guidance_for_Real_Property_Inventory_Reporting.pdf