

Certification of Organizational Compliance

By checking the boxes and signing below, I certify my agency's compliance to perform the duties outlined in FMR Bulletin C-2 and Leasing Alert LA-20-04 related to delegation of lease acquisition authority.

Needs assessment reviews are performed prior to seeking delegation of lease acquisition authority (4. *General Conditions for the use of All Leasing Authority*) (g))*

Files will be available to GSA for review in G-REX at all times - pre and post award (4. *General Conditions for the use of All Leasing Authority*) (h))*

The agency's overall space needs are consistent with the OMB "Reduce the Footprint" policy and the agency's OMB approved implementation plan (5.(a) *Additional Delegation Requirements* (9))*

A process is in place to submit delegation of lease acquisition authority requests being submitted to GSA a minimum of 18 months in advance (4. *General Conditions for the use of All Leasing Authority*) (i))*

A process is in place for required documents to be uploaded into G- REX thirty (30) days after lease award. (5.(c) *Additional Delegation Requirements*)*

Controls are in place to affect and monitor the minimization of lease extensions and lease holdovers by managing delegated lease inventory (i.e., current, awarded, expiring leases). (4. *General Conditions for the use of All Leasing Authority*) (j))*

A process is in place for complying with the FRPP reporting requirement. (6. *Federal Real Property Profile Reporting Requirements for General Purpose, Categorical and Special Purpose Leasing Authority*)*

A process is in place to monitor and assess the cost of leased space relative to industry market rates. (5.(a) *Additional Delegation Requirements* (7))*

The agency has a sufficient organizational structure and support in relation to legal, subject matter experts (including but not limited to, seismic, fire and life safety, environmental and sustainability experts), and Realty Specialists/LCO's. (4. *General Conditions for the user of All Leasing Authority* (f) and 5.(a) *Additional Delegation Requirements* (6))*

A system is in place that insures that only warranted LCO's that have met GSA's training and continuing education requirements are permitted to make awards. (4. *General Conditions for the Use of All Leasing Authority* (c))*

Pursuant to GSAM 501.603-1"(i) Applicants are responsible for preparing an application package for submission electronically through the Career Management System of Record." The electronic application must include all supporting documentation including transcripts, training certificates, resume, and any other supporting documents. The designated Career Management System of Record for the AWF is FAI CSOD.

* Reflects citation from FMR Bulletin C-2, April 16, 2014.

Sign and date: _____

Name and title: _____
(Must be a Senior Real Property Officer, equivalent, or designee)

Agency: _____