

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
STATE PUBLIC WORKS DIVISION
LEASING SERVICES



TITLE: Certification of Funding

EFFECTIVE DATE: 1/5/2015

Authored by	Kml
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Policy Number: 15-001

POLICY STATEMENT: *All requests for leased space shall have a Certification of Funding Form (Exhibit "A" Attached) completed by the Leasing Services Section employee assigned the case, issued to the appropriate external Budget Analyst assigned to the State Agency requesting the space, and completed by the Budget Analyst to verify sufficient agency funding is available to accommodate the proposed project.*

PURPOSE: To insure that the proposed request for Leased Space and any Tenant Improvement Projects have sufficient funding available in the State Agency's Operating Budget, prior to submission of any lease to the Board of Examiners. To determine if there is any delay in the process for completion of a work program, which must be approved by the IFC (Interim Finance Committee), prior to submission to the Board of Examiners.

SCOPE: This policy is relative and applicable to all requests for leased space (with or without tenant improvements) submitted to the Leasing Services Department, on behalf of the State Public Works Division, for the State of Nevada.

PROCEDURE:
All requests for leased space, with or without tenant improvements, shall be accompanied by a Certification of Funding Form (Exhibit "A"). The form shall be completed by the Leasing Services employee as soon as a completed and processable Space Request Form and Justification are received. The leasing services employee assigned the case shall complete the form to offer the Agency's external Budget Analyst the most accurate estimate of the proposed project in entirety (inclusive of any requested Tenant Improvements, Relocating Expenses, Furniture and Fixture, and Data and Telecom needs). The form must be completed by the Budget Analyst,

and returned to the Leasing Services Section prior to the lease being submitted to the Board of Examiners. A Lease must not be scheduled for submission to the Board of Examiners, and placed on the agenda, without a completed Certification of Funding verifying the State Agency has sufficient funds available to meet the needs of the proposed Leased Space and any further project requirements (such as Relocation Costs, Furniture and Fixtures, and any Data and Telecom needs).

To expedite the process, the Leasing Section employee may email attach the form to an email, and accept an emailed response back from the Budget Analyst.



7-26-15

EXHIBIT 'A'

Certification of Funding

Budget Analyst Name:

Re:

Dear _____ :

Your name has been provided to us by the subject agency as the designated Budget Analyst for _____ . Attached for your review, and verification of funding is a Space Request Package for:

- () Lease Renewal, The current lease expires on: _____
- () Lease Expansion
- () Lease Relocation
- () Change order to Tenant improvements, paid by tenant

For the location designated

as: _____

Currently the market lease rate for this area ranges from : _____ per square foot. The Tenant agency is requesting _____ square feet.

We are forecasting the new lease to begin on: _____, at an initial monthly rate of: _____. This does not include any tenant improvements of \$ _____, furniture of \$ _____, telephone/data costs of \$ _____, or relocation/moving costs of \$ _____. The Tenant is currently expending \$ _____ for _____ square feet for the location at: _____.

Please confirm that all associated costs are included in the legislatively approved budget for this agency. Thank you in advance for your time and consideration in this matter. Upon receipt of the returned completed certification of funding we will assign the file to a leasing agent for processing. For your convenience you may email attach the form to Leasingservices@admin.nv.gov

- () Approved, funding is available
- () Denied, funding is not currently available

Completed by: _____ Date: _____

Print Budget Analyst Name

State Of Nevada Public Works Division Administrator/Leasing Services Section
Gus Nunez