

**U.S. DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION MISSION AREA
BUSINESS CENTER
WASHINGTON, DC 20250**

FPAC NOTICE	NUMBER: FPAC-N 1620-001
SUBJECT: Call for Lease Acquisition Prioritization (Below State Office Level) and Use of the New FPAC-MSD-956, Space Request Form	DATE: August 13, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: August 30, 2020

1. PURPOSE

- a. This notice announces the Farm Production and Conservation (FPAC) nationwide call for lease acquisition prioritization for Farm Service Agency (FSA) and Natural Resource and Conservation Service (NRCS) leases below the State Office level, due by September 30, 2019.
- b. It also announces the release of a new leasing form, the Space Request form (FPAC-MSD-956). The FPAC-MSD-956 will be used by State leaders (or their designees) within FSA and NRCS.

2. SPECIAL INSTRUCTIONS

The FPAC-MSD-956 is a fillable form and must be accessed through use of Adobe Acrobat software. It is currently available on the [FPAC FSA Form's](#) site.

3. APPLICABILITY

This data call applies to all FSA and NRCS staff engaged in office space leasing for below the State Office level.

4. BACKGROUND

The Management Services Division's (MSD) Real Property Lease Acquisition and Administration Branch (LAAB) provides leasing services for over 2,500 FPAC office space leases throughout the nation. A primary goal of the lease administration process is to modernize the mission area's lease portfolio and to reduce lease holdovers. To achieve this goal, MSD seeks to execute completion of a minimum of 300 leases per year. State leadership plays a significant role in achieving this goal. MSD is requesting that FSA and NRCS State leaders, in collaboration with its State Food and Agricultural Council (SFAC), County leadership, and agency leadership within shared locations, prepare a prioritized list for planned lease acquisitions below the State Office level for fiscal year (FY) 2020.

5. MESSAGE

- a. FPAC State leaders (FSA State Executive Directors and NRCS State Conservationists) will facilitate coordinated discussions through their respective SFAC regarding their State's lease acquisition prioritization.
- b. Priority leases include those with:

- i. Potential environmental or structural hazards;
 - ii. Under-utilized space or per person utilization rates above 250 square feet;
 - iii. High-lease cost per person;
 - iv. Above-market rate rental costs;
 - v. In current holdover status; and/or
 - vi. Expiring within the next 24 months or less.
- c. State leadership will determine the lease status and other criteria by using the FPAC-BC Leasing Dashboard located at <https://cxodashboard.dl.usda.gov/#/site/FPAC/workbooks/118/views>. To access the State's lease details select [STATE SUMMARY](#), then select your State on the "State" drop-down tab. MSD anticipates that 20 percent of each State's designated leases will be scheduled for lease executions over the next 24-month period.
- d. The LAAB staff will address leasing priorities in their monthly calls with States. MSD, in its quarterly State calls with State Executive Directors and State Conservationists, is available to further advise FPAC State leadership with this effort.
- e. The FPAC-MSD-956 must be used when submitting all requests for lease acquisitions. When submitting the completed FPAC-MSD-956, include as part of the submission the following items:
 - i. The accessibility review (completed within the past 5 years);
 - ii. The physical security assessment template; and
 - iii. Any agency-specific requirements.
- f. FPAC State leaders shall sign the FPAC-MSD-956 and submit space requirements for all priority leases. The deadline to complete the prioritization and submit the requirements is September 30, 2019.
- g. Once the FPAC-MSD-956 is completed, it should be submitted through the MyFPAC My Services portal at [MyFPAC](#). MSD will use the data related to agency employees, partners, and other affiliated occupants to facilitate the appropriate space utilization requirements based on GSA regulations.
- h. Lease executions across States will be further prioritized by FPAC leadership and results will be shared with all FSA and NRCS State leaders by 1st quarter FY 2020 through individual State briefings.

6. CONTACT

Direct questions regarding this notice or the FPAC-MSD-956 to the Real Property Lease Acquisition and Administration staff via the [MyFPAC](#) My Services portal.

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