EXHIBIT ‘C’ – ADMINISTRATIVE REQUIREMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT: |       | PROJECT NO.: |       |
| AGENCY: |       | LEASE NO.: |       |
| LOCATION: |       | DATE: |       |

**TITLE PAGE**

DIVISION 1 AUTHORITY AND POLICY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| 1.00 | GENERAL - AUTHORITY & POLICIES REQUIREMENTS OF LEASED FACILITIES | 2 |
| 1.01 | STATE FIRE MARSHAL AUTHORITY | 2 |
| 1.02 | ACCESS COMPLIANCE AUTHORITY | 2-3 |

DIVISION 2 STATE FIRE MARSHAL PROCEDURE

|  |  |  |
| --- | --- | --- |
| 2.00 | RESD LEASE EXHIBIT A | 4 |
| 2.01 | CONSTRUCTION DOCUMENTS | 4 |
| 2.02 | PLAN REVIEW AND APPROVAL | 4 |
| 2.03 | CONSTRUCTION INSPECTION | 5 |

DIVISION 3 CBC/ADA ACCESS COMPLIANCE PROCEDURE

|  |  |  |
| --- | --- | --- |
| 3.00 | GENERAL | 6 |
| 3.01 | FEE REQUIREMENT | 6 |
| 3.02 | DETERMINATION OF FACILITY GROUP TYPE | 6 |
| 3.03 | GROUP I, FACILITY PROCEDURE | 6 |
| 3.04 | GROUP II, FACILITY PROCEDURE | 8 |

DIVISION 4 REFERENCE FORMS

|  |  |  |
| --- | --- | --- |
| 4.00 | NOT USED |  |
| 4.01 | SAMPLE SFM TRIAGE DEFICIENCY LIST  | 10 |
| 4.02 | NOT USED - FORM C | 12 |
| 4.03 | NOT USED - FORM D | 12 |
| 4.04 | CBC/ADA ACCESS COMPLIANCE FEE CALCULATION - FORM E | 13 |
| 4.05 | CALIFORNIA DVBE PROGRAM CERTIFICATION SHEET – FORM F | 14 |
| 4.06 | VERIFIED REPORT - FORM G | 15 |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT CONTACT: |       | PHONE: |       |
|  |       | FAX: |       |
| EMAIL: |       |

**Confirmation Statement**

I/we have read this Exhibit ‘C’ Administrative Requirements and understand it is incorporated into, and is part of, this lease. I/we have acknowledged each and every page by placing my/our initials on this cover sheet.

 Initials \_\_\_\_\_\_\_\_\_

1. GENERAL
2. The State of California and its governing agencies have mandated that the Department of General Services (DGS), Real Estate Services Division (RESD) adhere to all regulations, policies and state statutes for all state agencies leasing private sector building space.
3. This Exhibit ‘C’ document is a binding part of the lease document and shall function with Exhibits ‘A’ and ‘B’.
4. The forms contained in Division 4 are for the Lessor’s reference. A separate Lessor’s forms packet will be provided by RESD for the Lessor’s use. The forms contained in the “Lessor’s Packet” are to be used by the Lessor to accomplish the processes required by this document.
5. Federal Americans with Disabilities Act (ADA) and California Building Code (Title 24) accessibility requirements are combined and noted hereafter as **CBC/ADA**.
6. Abbreviations: State Fire Marshal (SFM), Division of the State Architect (DSA), Real Estate Services Division (RESD).
7. STATE FIRE MARSHAL AUTHORITY
8. Section 13108 of the California State Health and Safety Code gives the State Fire Marshal (SFM) authority for enforcement of fire protection regulations for State owned and State occupied leased buildings or premises. This authority encompasses both plan review and construction inspections of all leased facilities.
9. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation through the RESD Space Planner to the SFM. The SFM has final authority in the determination of compliance and will take the lead in the resolution of problems or suitable interpretation of code.
10. For projects with no alterations (a change, addition or modification in construction, change in occupancy or use, or repair to an existing building or facility. Including, but not limited to remodeling, renovation, rehabilitation, reconstruction, rearrangement in the plan configuration of walls and full-height partitions), the Lessor is not required to submit construction documents to the SFM.
11. *Per CBC 111.1: No building or structure shall be used or occupied until the building official has issued a certificate of occupancy.*
12. ACCESS COMPLIANCE AUTHORITY
13. California law incorporates the Americans with Disabilities Act requirements. California Government Code provides that buildings shall be made accessible to, and usable by, persons with disabilities, whether they are leased, rented, contracted, sublet, or hired by any municipal, county, or State divisions of government, or special district. California Building Standards Code defines that all State facilities shall meet the federal Architectural Barriers Acts.
14. These statutes, in addition to the California Building Code, Title 24, generate the need for a standard process to ensure access compliance with respect to State leased facilities.
15. The **Division of the State Architect (DSA)** is charged with the responsibility of ensuring compliance with the above standards.
16. If at any time during the Design, Construction Document Review, or Construction Inspection processes, a conflict arises between the State and local authorities, the Lessor/architect will compile all pertinent information and present the situation to the RESD Space Planner.
17. The DSA has delegated a component of the access compliance responsibility to RESD for leased facilities. Conforming to DSA delegation, RESD is requiring the Lessor to ensure compliance by utilizing one of the two procedures defined in this document. Refer to Division 3 (below) for specific requirements and procedures.
18. Public right- of- way access is required for all State leased facilities. If the existing conditions do not meet the required codes and regulations, the design professional (Lessor’s architect) must demonstrate and document a diligent effort to request that the authority (having control) over the public right- of- way, makes the necessary modifications to secure right-of-way access. All correspondence shall be documented and provided to the RESD Space Planner for the project file.

End of Authority and Policy Requirements

1. **RESD LEASE EXHIBIT ‘A**’
2. Prior to the lease execution, the RESD Space Planner is responsible for the development and submittal of the lease Exhibit ‘A’ space plan(s) to the SFM for a design consultation review and approval. The approved Exhibit ‘A’ plan(s) will reflect the design concept for the proposed lease within the configuration of the existing building shell. If RESD elects to use a narrative Facilities Design Program (FDP) in place of the Space Plan, the SFM review and approval will follow lease execution and development of preliminary architectural drawings by the Lessor.
3. CONSTRUCTION DRAWINGS
4. The Exhibit ‘A’ Plan or the Exhibit ‘A’ FDP are design development guidelines only. Lessor, at Lessor’s sole cost and expense, shall provide all required construction documents and calculations necessary to obtain a building permit from the local Building Department and to construct the improvements as indicated. The use of Exhibit ‘A’ Plan in lieu of construction documents is not acceptable to the State.
5. PLAN REVIEW AND APPROVAL
6. The Lessor’s architect is required to submit the construction documents to the SFM for plan review and approval **prior to construction**. Lessor’s architect shall use the Sample SFM Plan submittal checklist Triage List (Form B) in development of construction documents. **All** specific technical elements of the construction such as fire alarm and smoke detection systems, fire sprinklers, construction details of fire assemblies, etc. shall be included with the construction documents. For projects with no alterations, the Lessor is not required to submit construction documents to the SFM.
7. The RESD space planner will provide a username and password to be used to access the SFM GOVmotus website. No other party shall set up the username and password other than the RESD Space Planner. The SFM GOVmotus website must be used for all plan review submittals, plan check responses and inspection requests throughout the course of the project, all future alterations during the term of the lease will require a new/separate username and password.
8. The RESD space planner will fill out the State information on the website Permit Application. The Lessor’s architect shall complete the Permit application form and plan submittal checklist online. The Lessor’s architect shall also submit hardcopies of all permit documents either by mail or in person to the SFM’s office in Sacramento. There is no fee for the Lessor associated with the SFM review process. Other pertinent information can be found on the SFM web site at: [https://calfire.govmotus.org](https://calfire.govmotus.org/)
9. **A copy of the Permit Application form** and all submittals shall be sent to:

Office of State Fire Marshal, Fire and Life Safety

1131 S Street

Sacramento, California, 95814

Contact telephone: (916) 445-8550.

This form must be filled out completely, including all Applicant and Building Contractor information. Plan review time is typically 6 to 8 weeks, however the architect shall verify the estimated review time for this project review at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

1. The construction documents will be returned to the address shown under Applicant Information, on the Permit Application and will be accompanied by either a **SFM** **Plan Review Approval** or a **SFM Plan Review Transmittal** with a list of deficiencies. Upon completion of plan review, the Lessor/architect shall provide a copy of the SFM Plan Review Approval letter to the RESD Space Planner.
2. CONSTRUCTION INSPECTION
3. The regional SFM office will inspect and approve the construction in the State leased building. There are two fire life safety regions; North and South. The final SFM approved construction documentswill include all inspection contact information and will be emailed via the GOVmotus website to the Lessor. To request a SFM inspection for your site; provide a minimum of 24 to 48 hour notice prior to the inspection date. The inspections must be requested on the GOVmotus website. The Lessor, architect, or contractor shall be responsible for logging into the GOVmotus website and requesting inspections.
4. After completion of each successive SFM construction inspection, any deficiencies shall be recorded on the SFM **Fire Safety Correction Notice** by the SFM assigned Deputy and emailed to the Lessor by the SFM. A copy of the inspection notice will be immediately available on the GOVmotus website. This form is to be signed by a Lessor’s representative on site. Final approval by the Deputy SFM is recorded on this document and a **SFM Certificate of Occupancy** is then issued. The Lessor or Lessors contractor shall send a copy to the RESD Space Planner.

End of SFMProcess

1. GENERAL
2. To comply with the accessibility requirements and ensure that the facility has complied with all accessibility codes and regulations, the Lessor is required to complete one of the two processes defined below. In each case the RESD Space Planner will remain the primary contact. The facilities are categorized according to size as either Group I or Group II projects. Each category has specific requirements as defined. Group I projects are submitted to RESD and Group II facilities are submitted to DSA for plan review and approval. The Lessor is required to follow the procedure of the applicable process and is responsible for the associated costs.
3. FEE REQUIREMENT
4. The Lessor is required to submit the project fee to RESD for Group I or directly to the DSA regional office for Group II facilities. The RESD Space Planner will calculate the required fee using the **CBC/ADA Access Compliance Fee Calculation** ***Form E*** (attached) and include this in the Exhibit C lease document.
5. DETERMINATION OF FACILITY GROUP
6. The group is determined by the category and the size of the State's net usable leased area. The respective administrative process is defined in the following Sections 3.03 (Group I) and 3.04 (Group II). The Group Types are defined below:

**GROUP I:**

|  |  |
| --- | --- |
| **Building Type:** | **Net Usable Square Footage:** |
| Existing Office Buildings | Less than 100,000 square feet |
| Existing Warehouse Buildings | Less than 500,000 square feet |
| Any Building to be Constructed | Less than 30,000 square feet |

**GROUP II:**

|  |  |
| --- | --- |
| **Building Type:** | **Net Usable Square Footage:** |
| Existing Office Buildings with Alterations | 100,000 sq. ft. or greater |
| Existing Warehouse Buildings with Alterations | 500,000 sq. ft. or greater |
| Any Building to be Constructed |  30,000 sq. ft. or greater |

**Note**: Certain Group I projects, at the discretion of the State, may be determined compatible with Group II process regardless of the building size. The RESD Space Planner shall inform the Lessor which process applies to this particular project during lease negotiations.

1. GROUP I FACILITY PROCEDURE

For Group I facilities the Lessor’s architect is required to complete the requirements outlined in paragraphs A through D below:

1. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS’ Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
2. DSA certified accessibility consultants trained for Leased facilities

<http://www.dgs.ca.gov/resd/Programs/LeasingandPlanning/NewLease/LeaseRequirements.aspx>

1. Certified Access Specialist (CASp)

<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>

1. ICC Accessibility Inspector/Plans Examiner

<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>

1. Architect licensed in the State of California

A.1.1 The consultant will survey the facility and site per CCR Title 24, California Building Code (CBC), and Americans with Disabilities Act (ADA). State agencies are public entities and shall comply with Title II of the ADA. Exceptions to the code for existing buildings are not permitted. Access compliance shall apply to exterior areas such as but not limited to path of travel to and from public transportation and public right-of-way, parking, passenger drop-off and loading zones, walks and sidewalks, curb ramps, ramps, and all stairs. Access compliance shall also apply to interior areas such as but not limited to entrances and exits, lobbies, building common areas, elevators, access lifts, doors and gates, access to and through all rooms and spaces, restrooms, signs and identification, counters, waiting, seating areas, assistive listening systems, telephones, drinking fountains, alarms, and horizontal/vertical access. Consultants will observe and record all deficiencies, as well as provide solutions needed to bring facility into compliance with sufficient detail to allow Lessor or his/her agent to develop a cost estimate for proposed barrier removal. Should all areas mentioned above not be fully constructed, consultants shall review the construction documents in addition to the physical evaluation.

1. Fee Payment: The Lessor shall prepare a check payable to the Dept. of General Services, Real Estate Services Division. Lessor shall enclose a copy of the **CBC/ADA Access Compliance Fee Calculation** Form E (attached) as prepared by the RESD Space Planner, along with payment and mail to DGS, RESD (Include the project number on the check to RESD).
2. Construction Documents: The Lessor’s Architect will incorporate all items defined in the accessibility survey into the construction documents. The Lessor shall submit the completed drawings to RESD for review.
3. Verified Report: Following the completion of construction, the Lessor’s architect is responsible for verifying that the items outlined in the accessibility survey and incorporated into the construction documents have been completed. The **Verified Report** Form G (attached) shall be signed by the Lessor’s architect. The architect shall forward the signed Verified Report to RESD Space Planner prior to the final inspection that will be performed by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group I Procedure

1. **GROUP II FACILITY PROCEDURE**

The Lessor is required to submit plans and specifications to the **Division of the State Architect (DSA)** for access compliance review and approval. Although the formal process for access compliance plan review and approval is processed through DSA, the DGS RESD Space Planner will continue as the project manager. The Lessor’s architect shall inform RESD of the status of plan review/approval from DSA.

For Group II facilities the Lessor’s architect is required to complete the requirements outlined in paragraphs A through F below:

1. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:
2. DSA certified accessibility consultants trained for Leased facilities

 <http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm>

1. Certified Access Specialist (CASp)

<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>

1. ICC Accessibility Inspector/Plans Examiner

<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>

1. Architect licensed in the State of California

Note: See Section 3.03; paragraph A.1.1 (Group I Facility Procedure) for parameters of survey.

1. Construction Drawings and Specifications: The Lessor is required to retain an architect licensed in the State of California to design and develop plans and specifications in accordance with the lease exhibits and applicable codes and regulations. The Lessor’s architect will incorporate all items defined in the accessibility survey into the construction documents. The architect is required to stamp and sign the construction documents.
2. Fee Payment: In accordance with the calculation of fees per the **CBC/ADA Access Compliance** **Fee Calculation** Form E (attached), the Lessor shall prepare a check payable to the Division of the State Architect. This check along with a copy of the CBC/ADA Access Compliance Fee Calculation Form E shall be forwarded directly to the appropriate regional DSA office in the submittal package.
3. Submittal Package: The submittals shall be sent to the appropriate DSA regional office. The state is divided into four regions, San Francisco Bay Area, Sacramento, Los Angeles and San Diego. The DSA regional office that will review this project can be confirmed by calling DSA at (916) 445-8100. The submittal package must be complete before the DSA accepts the project for review. Proceed to the DSA website using the link below for instructions on this process:

<http://www.dgs.ca.gov/dsa/Programs/progProject/overview/projsubmitintro.aspx>

Upon receipt of the submittal package, a DSA application number is assigned to the project for tracking purposes. A preliminary review of your submittal is performed within a few days. Plan review is scheduled after DSA verifies that a complete submittal package has been received. The Lessor’s architect shall verify the estimated time for this project review with DSA at submittal. The architect shall make the necessary adjustments to the overall project schedule accordingly.

1. DSA Plan Approval: Once approval has been granted by DSA, the Lessor is required to construct the project in compliance with the plans, specifications and lease exhibits. The Lessor shall provide a copy of DSA’s letter of approval to the RESD Space Planner. Construction shall not commence until this process has been completed.
2. Verified Report: Following completion of construction, the Lessor’s architect shall visit the site to verify that the building and site are in compliance with the DSA approved plans and specifications. The **Verified Report** Form G(attached) shall be completed and signed by the Lessor’s architect. The architect shall forward the Verified Report to RESD Space Planner prior to the final construction inspection by RESD. The project will not be accepted for occupancy prior to receipt of this document.

End of Group II Procedure

# Office of the State Fire Marshal

# Sample Plan Review Triage List

***This form is provided for informational purposes only. For the complete triage list visit the website below.***

 ***Information and forms may be obtained at Office of the State Fire Marshal, Fire and Life Safety Division - Plan Review Section*** [***www.osfm.fire.ca.gov***](file:///C%3A%5CUsers%5CGMaucier%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CC0A9K14V%5Cwww.osfm.fire.ca.gov)

1. **GENERAL**
* Provide a complete plan review application Submit plans sufficient size
* Provide site address
* Provide name of owner and occupant
* Identify if new construction or T.I.
* Identify if new or existing tenant space
* Identify if deferred submittal
* CSFM file number must be on title sheet
* Slip sheets shall be bound to set
* Sheet index
* Wet stamp and sign sheets
* Electronic signature approval required
* Scope of Work
* Provide a Key Plan coordinated to each sheet
* Provide a North orientated Site Map
* Orientate all sheets to North
* Identify deferred submittals
* Provide adopted code cycle listings and standards
* Provide a legible scale. Typically 1/8”
* Provide approved reference

**2. ACCESS AND WATER SUPPLY**

* Provide Local Fire Authority Approval Letter
* Fire Department Access
* Fire Department Connection
* Fire Hydrants
* Fire Alarm Annunciator
* Fire Alarm Control Panel
* Knox Box/Key Switch
* Emergency Responder Radio Coverage
* Elevator gurney accommodation
* Provide a complete fire access plan
* Provide 6 mo. current site fire flow information

**3. NONSTRUCTURAL PROVISIONS**

* Building Analysis (include the following)
* Occupancy groups and varied uses
* Building construction type
* Number of stories
* Actual building height
* Building area in square feet
* Area of project in square feet
* Separated, non-separated, accessory use
* Allowable area
* Area increase
* Height increase
* Fire Sprinklers (Type, Full, Partial)
* Fire Alarm (Type)
* Other Fire Protection System (Type)
* Smoke Control System (Y/N)
* Occupant load for entire building and each floor
* Year building was constructed
* High Fire Hazard Severity Zone (Y/N)
* Seismic Joints and locations (Y/N)
* Emergency Responder Radio Coverage (Y/N)
* Identify occupancy groups/uses on floor plans
* Identify adjacent buildings on the site
* Identify fire separation distances
* Identify building allowable area increases
* Justify frontage allowances
* Sprinkler height/area increase cannot be combined
* Identify types and materials of all construction
* Provide wall legends
* Fire rated assemblies
* Scan listed assemblies to plans
* Penetration protection
* Scan listed fire stopping systems to plans
* Classification of roof covering
* Details for opening protection
* Door schedule
* Window schedule
* Louver schedule
* Listed smoke containment system
* Interior finish smoke and flame spread

**4. EXITING**

* Paths of travel to a public way
* All occupancies/uses on floor plans
* Correct occupant load factors (gross, net)
* Cumulative loads (lobbies, corridors, stairs, etc.)
* Furniture plan
* Egress capacity (width and number)
* Door swing
* Door hardware
* Delayed egress design
* Card readers/ access control
* Emergency lighting and photometric
* Exit signs
* Exit enclosures (vertical and horizontal)
* Exit discharge
* Areas of refuge & Safe dispersal areas

**5. FIRE PROTECTION SYSTEMS**

* FIRE ALARM
* Provide highlighted set of data sheets
* Provide cut sheets for all components
* Provide current CSFM listings Provide/correct equipment matrix
* Provide a sequence of operation Identify approved monitoring station
* Identify fire alarm and egress-control devices
* Demonstrate compliance for egress-control systems
* Provide ceiling configuration, surface, and height
* Provide/correct voltage drop calculations for devices
* Provide/correct riser diagram
* Provide/correct standby battery calculations
* Demonstrate audible visual notification coverage
* Demonstrate manual fire alarm box coverage
* FIRE SPRINKLERS
* Provide all OSFM shop drawing notes
* Submittal shall comply with OSFM design guideline
* Identify system type (wet, dry, pre-action, etc.)
* Provide ceiling configuration, surface, and height
* Provide hydraulic calculations
* Provide full height cross sections/ceiling construction
* Identify area protected by each system for each floor
* Identify area limitations for hazard classifications
* Correct notes/design to reflect CA amendments
* Identify miscellaneous storage condition

**6. HOOD AND DUCT EQUIPMENT/SYSTEMS**

* Scaled plan of area and equipment
* Dimensions of hoods, ducts, and appliances
* Equipment list for system, devices and materials
* Manufacturer’s installation instructions
* Cut sheets and compliance with UL 300 Standard
* Isometric drawing of piping and components
* Type, size and length of piping
* Size and number of fittings
* Model number and locations of nozzles
* Location, temperature and model of detectors
* Location and size of extinguishing agent
* Location of manual means of activation
* Location and identity of gas and electric shutoffs
* Interconnection to building fire alarm system
* Location of a Class K fire extinguisher

**7. ELECTRIC VEHICLE CHARGING STATIONS**

* Identify required signage, posts, wheel stops
* Identify electrical panel bonding and grounding
* Provide location of disconnect
* Charging equipment for vehicles requiring ventilation
* Identify means of indoor mechanical ventilation
* Provide details for underground runs.
* (Trench depths, conduit/conductor sizes)

**8. HAZARDOUS MATERIALS**

* Inventory summary with hazard class and totals
* Safety Data Sheets
* Floor plans
* Occupancy classifications
* Control areas
* Fire resistive construction
* Hazardous materials warning signs
* No smoking signs
* Hazardous materials alarm devices
* Hazardous materials cabinets Fume hoods and enclosures
* Equipment utilizing hazardous materials
* Spill control/secondary containment
* Standby/emergency power

**9. HIGH PILE STORAGE**

* Letter of intent signed by authorized department head
* HPS analysis prepared by a FPE
* Scaled site plan (fire lanes, hydrants, FDC’s, risers)
* Scaled floor plan (HPS area, racks, access doors)
* Fire sprinkler design density
* Aisle dimensions
* Dimensions and location of flue spaces
* Location of different commodity classes
* Location of banded/encapsulated storage
* Location and type of building columns
* Fire resistive construction
* Occupancy classification of adjacent tenants
* Location and design of smoke vents

1. FORM C

**(Not Used)**

1. FORM D

**(Not Used)**

1. ACCESS COMPLIANCE, FORM E

**ACCESS COMPLIANCE FEE CALCULATION**

For GROUP I Facilities

Send to:

Dept. of General Services

Real Estate Services Division

Professional Services Branch

707 3rd Street, Suite 5-305

West Sacramento, CA 95605

For Group II Facilities

Send to:

DSA Regional Office

See DSA Website for offices in your area at [www.dsa.dgs.ca.gov/Contact/default.htm](http://www.dsa.dgs.ca.gov/Contact/default.htm)

**RELPS Planner:**  **Date:**

**Agency:**

**Address:**

**Project Number:**

**Project Name:**



1. DVBE PROGRAM CERTIFICATION SHEET, FORM F

CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE

PROGRAM CERTIFICATION SHEET

***Lessor must complete and sign to certify if DVBE Participation was or was not obtained***

**LEASE AMOUNT/DVBE CERTIFICATION** Lease Project No.:

I hereby certify that the Lease Contract Amount, as defined below, is in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of which $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was awarded to a certified DVBE firm resulting in \_\_\_\_\_\_% DVBE participation. I understand that the Lease Contract Amount is the total dollar figure against which the DVBE participation will be evaluated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessor Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessor’s Signature Printed Name

**DEFINITION:** Lease contract amount is the total amount of lease costs expended by the Lessor over the firm term of the lease which are attributable to expenditures by the lessor to make the leased property sufficient for state occupancy. This typically includes, but is not necessarily limited to, tenant improvements, extraordinary maintenance, and janitorial services specified in the lease. In the case of a build-to-suit facility, the total of the construction and off-site development costs, as well as architectural and engineering costs, would be included.

1. VERIFIED REPORT, FORM G

|  |
| --- |
| **State Leased Buildings and FacilitiesVerified Report - Form G** |
| The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report to the Department of General Services / Real Estate Services Division, Planner (DGS/RESD) prior to the state tenant taking occupancy. |
|   |
| RESD Project Info: | Agency:  | RESD Project # |
| Project Type (Scope of Work):  | Date:  |
| RESD Planner:  | Phone:  | Fax:  |
|   |
| Facility Info: | Building Name | Hours of Operation: |
| Address:  | Suite |
| City:  | Zip:  |
| Lessor Contact | Phone | Fax |
|  |
| Contractor: | Company Name | License # | Phone |
|   |
| This report includes all construction work through the date of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ month \_\_\_\_\_\_\_\_\_ day \_\_\_\_\_\_\_\_ year |
| Exterior Work | % Compliant | Interior Work | % Compliant |
|   |   |   |   | Accessible Main Entrance |   |
|   | Parking & Accessible Stalls |   |   | Doors & Gates |   |
|   | Walks & Sidewalks |   |   | Information / Reception Counter |   |
|   | Curb Ramps |   |   | Elevators / Ramps / Lifts |   |
|   | Stairways |   |   | Sanitary Facilities / Sinks / Drinking Fountains |   |
|   | Ramps & Landings |   |   | Stairwells / Exits |   |
|   | Accessible Main Entrance |   |   | Conference / Meeting / Assembly Rooms |   |
|   | Wayfinding & Signage |   |   | Wayfinding & Signage |   |
|   |   |   |   | Fire Alarms |   |
|   |   |   |  | Total Project Percentage of Completion |   |
| \*All items required to be 100% complete unless Hardship approved by DSA or Mitigation Plan outlined in lease. |   |   |
| List work and % to be completed (attach additional pages as necessary): |
|   |
|   |
| I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore. |
| Architect: | Signature | Date |
| Name  | Architect # |
| Company / Firm | Phone |
| Address | Fax |
|   |
| Submit completed forms to location indicated below: |
| DGS/RESD | Real Estate Services Division |  |  |   |
| Attn: Planner | 707 Third Street, Suite 5-305 |   |  |   |
|   | West Sacramento, CA 95605 |   |   |   |