

VA SUPPLEMENT CHAPTER 6: **CHANGE IN SQUARE FOOTAGE - EXPANSION AND REDUCTION**

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Overview

When used throughout this VA Supplement Chapter, “Reserved” means the information in [GSA’s LDG](#) applies to VA’s leasing program without further supplemental information.

Part 1: Expansions

1. When is an Expansion Considered?

The leasing professional may undertake a space expansion once all necessary approvals have been obtained, including Strategic Capital Investment Planning (SCIP) approval, and General Services Administration (GSA) delegation.

The leasing professional should counsel the user group as to the remaining lease term, costs, and other considerations to ensure that an expansion is in the best interest of the Government, the taxpayer, and Veterans, and that a succeeding or superseding lease is not a better option to pursue. Please note that a GSA delegation is needed prior to awarding the expansion.

2. Determining the Scope of the Lease

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3. Assembling Project Management Team

Reserved.

4. Expansions Within the Scope of the Lease

Reserved.

a. Agency Requirements

U.S. Department of Veterans Affairs (VA) leasing professionals should contact Office of Construction and Facilities Management (CFM), Office of Real Property (ORP) and Office General Counsel (OGC) regarding potential expansion requests to major, mid-level leases, or minor leases where the expansion results in the lease exceeding the minor level threshold, to discuss the specific situation and determine the appropriate requirements, including any prospectus or required resolutions as well as the office responsible for executing the action(s).

b. Competition

Reserved.

c. Availability of Space

Reserved.

d. Market Research

Reserved.

e. Documentation

Reserved.

f. Funding

Reserved.

g. Negotiations

Reserved.

h. Award and Construction

Reserved.

i. Lease Copies and Post-Award Notifications

Reserved.

j. Commencement of Rent

Reserved.

5. Expansions Outside the Scope of the Lease

Reserved.

a. Agency Requirements

Reserved.

b. Market Research and Cost-Benefit Analysis

Reserved.

c. Justifications and Documentation

Reserved.

d. Prospectus

Reserved.

Part 2: Reductions

Reserved.

1. Goal: Reduce the Footprint

Reserved.

2. The Space Relinquishment Process

This Section is not applicable to VA direct leases. However, should a space reduction occur, leasing professionals should communicate with other local VA offices and Federal agencies for potential space sharing and backfilling opportunities.

a. Evaluating Space Marketability

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b. Marketability Determination

Reserved.

c. The OA Release of Space Process

Occupancy Agreements (OA) are not used by VA in directly procured leases. Therefore, OAs are not covered by this Supplement. Please refer to VA's Financial Policy, [Volume V, Chapter 11](#) and [Volume VI](#) and [VA Directive](#) and [Handbook 7816, Lease and OA Management Procedures](#) for information regarding Occupancy Agreements between VA and GSA.

d. The Mechanics of Relinquishing Space

Reserved.

3. Researching the Lease for Termination Rights

Reserved.

a. Termination Considerations

Reserved.

b. Complete Terminations

Reserved.

Within Termination Rights

Reserved.

Without Termination Rights

Reserved.

c. Partial Terminations

Reserved.

Within Termination Rights

Reserved.

Without Termination Rights

Reserved.

4. Vacant Space Mitigation

Reserved.

a. Process Overview

Reserved.

b. The Mitigation Process

Reserved.

c. The Space Reduction Process Flow Chart

Reserved.

d. Looking for a Backfill Tenants and Sublease/Assignment Opportunities

Reserved.

5. The Space Relinquishment Decision Tool

Reserved.

a. Overview

Reserved.

b. Calculating Costs and Projecting Outcomes

Reserved.

c. Summarizing the Analysis and Recommendation

Reserved.

d. Buyouts

Reserved.

e. Subleasing and Assignment (Disposal)

Reserved.

f. Documentation

Reserved.

g. Design and Lease Commencement

Reserved.

6. Reporting the Outcome and Results

Upon completion of the expansion or reduction action, the leasing professional is responsible for updating Enterprise Lease Management Tool (ELMT), uploading all necessary documents to Electronic Contract Management System (eCMS), notifying the servicing Engineering Office to update the Capital Asset Inventory (CAI), and ensuring that CAI is updated.

ATTACHMENT 1

Reserved.