



LEASE TRAINING



TYPES OF LEASES

- Office/Warehouse Leases 4,999 square feet or less
- Office/Warehouse Leases 5,000 square feet or greater
- Mini Storage Unit Leases
- Emergency Leases



NOTABLE DETAILS FOR ALL LEASE PROCESSES

- OMF obtains all necessary signatures from LDH Lease Signature Authority throughout the process.
- All requests to OMF Lease Team **MUST** include current lease number, if available.
- DOA/FP&C will draft all lease/concession documents.
- DOA/FP&C will obtain lessor signatures on all documents.
- DOA/FP&C will send four (4) copies of the lease agreement/document directly to OMF Lease Team.
- All leases must have “wet” signatures on hard copies, mailed back & forth between the lessor, DOA/FP&C, & OMF Lease Team.
- OMF Lease Team is the only ones permitted to contact DOA/FP&C regarding any LDH agencies lease(s).
- **No LDH agency employee shall contact DOA/FP&C directly unless it's in direct response to a request from DOA/FP&C to the LDH agency employee, but the OMF Lease Team shall be cc'ed on all correspondence for recordkeeping purposes and to keep the EMT informed.**



OFFICE/WAREHOUSE SPACE 4,999 SQ.FT. OR LESS

Required Documentation:

- RL-2A Form
 - Every question must be answered on every page.
 - Signed by person authorized to request space & budget authority for the LDH agency.
- Written proposal from lessor.
- Scaled floor plans.
 - Cannot be digital.
 - Shall be a hard copy, to scale.
- Verification of vendor registration & vendor number.
- List of LDH employees/contractors & their work/telework schedules, if applicable.
- Detailed list of items to be store for warehouse/storage space requests.

OFFICE/WAREHOUSE SPACE 4,999 SQ.FT. OR LESS

- Submit RL-2A & required documents to OMF at LDHREPLease@la.gov .
- OMF Lease Team processes, reviews, & requests additional information/documents, if needed.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- Respond to LDH Lease Signature Authority requests for additional information, if needed
- OMF Lease Team processes to DOA/FP&C.
- DOA/FP&C drafts lease documents, creates lease number in LaGov/ECC, & sends to lessor for required signatures.
- Once received back from lessor, DOA/FP&C sends to OMF Lease Team for processing at LDH level.
- OMF Lease Team obtains LDH Lease Signature Authority signature.
- OMF Lease Team returns original, signed document(s) back to DOA/FP&C for further processing.
- DOA/FP&C Lease Signature Authority signs & returns to OMF Lease Team.
- OMF Lease Team provides a copy of lease to LDH agency, notifies LDH agency to enter funding/conditions into ECC, and reminds the LDH agency to enter into LeaseController, if necessary.
- **REMEMBER TO CC LDHREPLLEASE@LA.GOV SHOULD DOA/FP&C REACH OUT TO YOU DIRECTLY ON ANY RESPONSES!!**

OFFICE/WAREHOUSE SPACE 5,000 SQ.FT. OR GREATER

- RL-2B Sealed Bid
 - Used when new space is being requested by the LDH Agency.
 - Required for Processing:
 - RL-2B Sealed Bid Form
 - Every question shall be answered
 - Signed by person authorized to request space & budget authority for the LDH agency.
 - Budget Verification
 - List of LDH employees/contractors & their work/telework schedules, if applicable.
 - Detailed list of items to be stored for warehouse/storage space requests.

OFFICE/WAREHOUSE SPACE 5,000 SQ.FT. OR GREATER

- RL-2B Proposal
 - Used when the LDH Agency is requesting to remain in a space that was obtained through the sealed bid process.
 - Required for Processing:
 - RL-2B Proposal Form
 - Every question shall be answered
 - Signed by person authorized to request space & budget authority for the LDH agency.
 - Budget Verification
 - List of LDH employees/contractors & their work/telework schedules, if applicable.
 - Detailed list of items to be store for warehouse/storage space requests.

RL-2B SEALED BID PROCESS FLOW

- LDH Agency verifies through OMF Lease Team whether there is available State-owned space to meet LDH Agency's requirements
- LDH Agency completes RL-2B Sealed Bid Form & obtains signature of LDH agency employee authorized to commit the funds.
- Send all required documents to LDHREPLease@la.gov.
- OMF Lease Team processes, reviews, & requests additional information/documents, if needed.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- Respond to LDH Lease Signature Authority requests for additional information, if needed.
- OMF Lease Team sends to DOA/FP&C for processing,
- DOA/FP&C may request additional information or documents from OMF Lease Team or directly from LDH Agency.
- DOA/FP&C drafts bid documents and returns to LDH agency for review and approval.
- Once approved by LDH agency, DOA/FP&C handles the bid process (could take up to 90 days).
- DOA/FP&C drafts lease documents, creates lease number in LaGov/ECC, & sends to lessor for required signatures.
- Once received back from lessor, DOA/FP&C sends to OMF Lease Team for processing at LDH level.
- OMF Lease Team obtains LDH Lease Signature Authority signature.
- OMF Lease Team returns original, signed document(s) back to DOA/FP&C for further processing.
- DOA/FP&C Lease Signature Authority signs & returns to OMF Lease Team.
- OMF Lease Team provides a copy of lease to LDH agency, notifies LDH agency to enter funding/conditions into ECC, and reminds the LDH agency to enter into LeaseController, if necessary.

NOTE: LDH Agency must notify OMF Lease Team immediately of official move-in date once known so DOA/FP&C can issue an amendment to the lease and prorate rent, if necessary.

- **REMEMBER TO CC LDHREPLease@la.gov SHOULD DOA/FP&C REACH OUT TO YOU DIRECTLY ON ANY RESPONSES!!**

RL-2B PROPOSAL PROCESS FLOW

- LDH Agency completes RL-2B Proposal form & obtains signature of LDH agency employee authorized to commit the funds.
- Send all required documents to LDHREPLease@la.gov.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- Respond to LDH Lease Signature Authority requests for additional information, if needed.
- OMF Lease Team send to DOA/FP&C for processing,
- DOA/FP&C may request additional information or documents from OMF Lease Team or directly from LDH Agency.
- DOA/FP&C drafts lease documents, creates lease number in LaGov/ECC, & sends to lessor for required signatures.
- Once received back from lessor, DOA/FP&C sends to OMF Lease Team for processing at LDH level.
- OMF Lease Team obtains LDH Lease Signature Authority signature.
- OMF Lease Team returns original, signed document(s) back to DOA/FP&C for further processing.
- DOA/FP&C Lease Signature Authority signs & returns to OMF Lease Team.
- OMF Lease Team provides a copy of lease to LDH agency, notifies LDH agency to enter funding/conditions into ECC, and reminds the LDH agency to enter into LeaseController, if necessary.
- **REMEMBER TO CC LDHREPLLEASE@LA.GOV SHOULD DOA/FP&C REACH OUT TO YOU DIRECTLY ON ANY RESPONSES!!**



MINI STORAGE UNIT LEASES

Should be a last resort and only used once it's confirmed that no other existing space exists for storage needs.

Required Documentation for Mini Storage Request:

- RL-2A
 - Every field on every page must be completed.
 - Signed by LDH agency employee authorized to commit the funds and/or LDH agency budget authority.
 - Written justification that includes:
 - Verification of available funds
 - Confirmation that no other storage space is available within the agency (to include sharing already existing storage unit lease.)
- An **UNSIGNED** lease from the mini storage facility with the actual square footage, actual monthly rate, and actual unit number.
- Complete, detailed list of items to be stored.

ONLY THE LDH LEASE SIGNATURE AUTHORITY IS PERMITTED TO SIGN OFF ON ANY LEASE AND LDH AGENCY STAFF SHALL NOT SIGN OFF ON ANY LEASE DOCUMENTS UNLESS DIRECTED TO DO SO, IN WRITING, BY THE OMF LEASE TEAM

****P-CARDS MAY NOT BE USED FOR PAYMENTS, UNLESS AUTHORIZED BY LDH P-CARD ADMINISTRATOR.**

MINI STORAGE LEASE PROCESS FLOW

- LDH Agency determines need and prepares required documents.
- LDH Agency sends all required documents to LDHREPLease@la.gov.
- OMF Lease Team processes, reviews, & requests additional information/documents, if needed.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- Respond to LDH Lease Signature Authority requests for additional information, if needed.
- If approved by LDH Lease Signature Authority the OMF Lease Team will inform (IN WRITING) the LDH agency if they may proceed in signing the storage unit lease agreement.
- LDH agency shall immediately return the signed and executed storage unit lease to OMF Lease Team.
- OMF Lease Team send to DOA/FP&C for processing,
- DOA/FP&C may request additional information or documents from OMF Lease Team or directly from LDH Agency.
- DOA/FP&C creates lease number in LaGov/ECC, & notifies OMF Lease Team.
- OMF Lease Team notifies LDH agency to enter funding/conditions into ECC, and reminds the LDH agency to enter into LeaseController, if necessary.
- **REMEMBER TO CC LDHREPLease@la.gov SHOULD DOA/FP&C REACH OUT TO YOU DIRECTLY ON ANY RESPONSES!!**

EMERGENCY LEASES

Required Documents:

- RL-2A
 - Every field on every page must be completed.
 - Signed by LDH agency employee authorized to commit the funds and/or LDH agency budget authority.
- Scaled Floor Plans
 - Must be obtained directly from lessor.
 - Cannot be digital.
- RL-2B Sealed Bid, if the space is needed for greater than one year.
 - Every field on every page must be completed.
 - Signed by LDH agency employee authorized to commit the funds and/or LDH agency budget authority.
- If being used as office space, LDH employee/contractor list with work/telework schedules for every employee/contractor.
- If being used as storage, a detailed list of items to be stored and justification that includes:
 - Verification funds are available.
 - No other storage space exists within the agency.



EMERGENCY LEASE PROCESS FLOW

- LDH Agency prepares required documents
- Send all required documents to LDHREPLease@la.gov.
- OMF Lease Team processes, reviews, & requests additional information/documents, if needed.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- Respond to LDH Lease Signature Authority requests for additional information, if needed.
- OMF Lease Team send to DOA/FP&C for processing.
- DOA/FP&C may request additional information or documents from OMF Lease Team or directly from LDH Agency.
- DOA/FP&C drafts emergency lease documents, creates lease number in LaGov/ECC, & sends to lessor for required signatures.
- Once received back from lessor, DOA/FP&C sends to OMF Lease Team for processing at LDH level.
- OMF Lease Team obtains LDH Lease Signature Authority signature.
- OMF Lease Team returns original, signed document(s) back to DOA/FP&C for further processing.
- DOA/FP&C Lease Signature Authority signs & returns to OMF Lease Team.
- OMF Lease Team provides a copy of emergency lease to LDH agency, notifies LDH agency to enter funding/conditions into ECC, and reminds the LDH agency to enter into LeaseController, if necessary.
- DOA/FP&C will proceed with bid procedures as described previously for RL-2B Sealed Bids.
- **REMEMBER TO CC LDHREPLease@la.gov SHOULD DOA/FP&C REACH OUT TO YOU DIRECTLY ON ANY RESPONSES!**



MISCELLANEOUS LEASE PROCESSES

Mini Storage Rate Increase:

- Submit increase letter to LDHREPLease@la.gov **immediately**.
- OMF Lease Team will send to DOA/FP&C for processing.
- FP&C will notify OMF Lease Team that the rates have been updated in ECC/LaGov.
- OMF Lease Team notifies LDH agency to update funding/conditions into ECC, and reminds the LDH agency to update LeaseController, if necessary.

Amendments:

- Any changes to the existing lease must be requested in writing to LDHREPLease@la.gov and must include:
 - Reason its needed.
 - Verification that budget is available if increasing.
- OMF Lease Team submits request to LDH Lease Signature Authority with OMF Lease Team recommendation/comments for LDH Lease Signature Authority review, comments, and/or signature.
- OMF Lease Team submits to DOA/FP&C for further processing/signatures.
- Once complete, OMF Lease Team notifies LDH agency to update funding/conditions into ECC, and reminds the LDH agency to update LeaseController, if necessary.
- If increasing space by 5,000 square feet or more, bid processes must be followed.

THINGS TO REMEMBER



- No LDH agency employee shall contact DOA/FP&C directly unless it's in direct response to a request from DOA/FP&C to the LDH agency employee, but the OMF Lease Team shall be cc'ed on all correspondence for recordkeeping purposes and to keep the EMT informed.
- Only the LDH Lease Signature Authority is permitted to sign off on any "official" lease documents to include storage unit leases.
- LDH Agency must notify OMF Lease Team immediately of official move-in date once known so DOA/FP&C can issue an amendment to the lease and prorate rent, if necessary.

RESOURCES

OMF Lease Team: LDHREPLease@la.gov

OMF Leases Website: <https://ldh.la.gov/page/division-of-safetysecurity-administrative-services>

FP&C Real Estate Website: <https://www.doa.la.gov/doa/fpc/real-estate-leasing/>

Procurement Code: <https://www.doa.la.gov/media/gkcly0pn/34.pdf>

Revised Statute: <https://www.legis.la.gov/legis/Law.aspx?d=96106>

Administrative Code: <https://www.doa.la.gov/media/gkcly0pn/34.pdf>



THANK YOU

*This training is provided by the LDH Division of Safety, Security, and Administrative Services.
Any questions/comments shall be submitted to LDHREPLease@la.gov.*