

INSTRUCTIONS FOR COMPLETING A CMS SPACE REQUEST FORM FOR LEASED PROPERTY

(Form II 401-0006 rev. 7/27/10)

The *Space Request Form* shall be completed by the Using Agency requesting space in a building leased by the State, requesting space in a building to be leased by the State through a *Request For Proposal* (RFP) process or requesting space in a state-owned building. The *Space Request Form* is also required for requesting the renewal of an existing lease, requesting an amendment to an existing lease and for requesting tenant improvements to leased property during the term of the lease.

Any action requested by a Using Agency relating to space needs for leased property requires the submittal of a completed *Space Request Form* to the Division of Strategic Planning & Space Management. All *Space Request Forms* must be approved by the Director of the Illinois Department of Central Management Services prior to initiating the requested action.

Complete the *Space Request Form* as follows:

- 1 CONTACT INFORMATION:** Enter the name and address of the Using Agency requesting CMS approval for action relating to the agency's space needs. Include the name of the "Agency Contact" person with CMS Real Estate Leasing, their title, telephone number(s), fax number, Remedy ID, and email address for correspondence.

Enter the name, current address, and number of staff of the unit (Department, Bureau, Division, Section, etc.) to occupy newly acquired space or occupying the existing space for which requested action applies. Include the name of the "Agency Fiscal Contact" person with their title, telephone number(s), fax number, Remedy ID, and email address for correspondence.

- 2 ACTION REQUESTED:** Describe the action requested/reason for filling out CMS Space Request form. When the action is "Lease Renegotiation" or "Lease Amendment", enter the current "Lease Number" for reference, the current lease expiration date, and an explanation. When the action is "Expansion/Contraction", include an explanation of the circumstances. When the action is "Relocation From", include the new space appropriation funding source. This information is critical for assisting CMS in identifying the most appropriate action to take to accomplish the action requested.

Enter the desired lease term. The standard lease term is a maximum of ten years (120 months) including a termination option in favor of the State after five years (60 months). A renewal option may be included in the lease terms. All leases are subject to termination and cancellation in any year for which the General Assembly fails to make an appropriation to make payments under the terms of the lease. Enter the primary site and building use. If additional space is needed for any expansion, please attach additional documentation. Enter the appropriation funding source for "non-consolidated" agencies, and the maximum rental rate desired for this space.

- 3 LOCATION DESIRED:** Enter the "City/Area" and "County" desired to satisfy the Using Agency's programmatic needs. Include "Boundaries" (road and street or other identifiable geographical boundaries) when the Using Agency's programmatic needs are specific to particular locations. For example, a location along a public transportation route may increase client accessibility to services.

- 4 PERSONNEL SPACE:** Information only needs to be entered in the "Business Unit Name", "FTE or PTE", "Number of Positions", and "Comments" fields. The "Subtotal" and "Total SF" fields are automatically updated as the user enters information in the "Number of Positions" field. In the space provided, list each business unit name. For each personnel type ("Administrative", "Professional", "Staff/Clerical", and "Field Staff"), designate the status of each position as Part-time ("PTE") or Full-time ("FTE") in column one.

Column two designates the type of space required for each position as *office space*, *cubicle*, or *open space* (without partitions). Space type must be defined for "Field Staff" personnel in the comments section. "Professional" employees may be assigned either an office or a cubicle. Any request for "Professional" office space must include justification (examples: security, confidentiality, private consultation) in the comments section. "Field Staff" employees may be assigned either a cubicle or an open space. No less than two (2) Field Staff shall be assigned to each individual work station.

In column three, enter the number of positions for each title and personnel type. When a number is entered in this column, the spreadsheet automatically calculates the subtotal area per position. It also automatically calculates the subtotal area allowance (see Office Space Standards and Area Allowance below). The area allowance takes into consideration the share of common space required for each position type. The spreadsheet then automatically calculates the total square feet required per personnel type by adding the subtotal personnel area to the subtotal area allowance. As the number of positions are entered, the subtotal per position, subtotal area allowance per position, and total square feet for each business unit will be automatically calculated next to the "Personnel Space Unit #1" heading.

The "Total Personnel Space" automatically calculates the subtotal area per position for each business unit. The "Total Area Allowance" automatically calculates the subtotal area allowance per position for each business unit. The percentage next to the totals illustrates the ratio of personnel space and / or area allowance as a percentage of the total rentable area required.

If more than seven business units will be occupying the space, call the Strategic Planning & Space Management Division of the Department of Central Management Services for clarification. Contact information can be found at the bottom of these Instructions.

If the Using Agency's intention is to renew the lease in the existing location, please list existing square footage in the comment section.

Office Space Standards and Area Allowance

Personnel Type	Space Type	Area	Area Allowanc
Administrator	Office	150	175
Professional	Office	150	175
Professional	Cubicle	64	75
Staff / Clerical	Open	64	75
Field Staff	Cubicle / Open	64	75

5 COMMON OFFICE SPACE: Information only needs to be entered in the "Number" and "Special Requirement" fields in this section. The "Subtotal" and "Total SF" fields are automatically updated as the user completes the "Number" field. List the number of each type of assembly and support space required. See the Common Office Space Standards table below. If the conference room standards listed below do not meet the department's needs, an additional space may be entered under "Other Conference" along with the required area. If the support or storage spaces listed below do not meet the department's needs, additional spaces may be entered under "Other" along with the required area (example: a larger or smaller Copy / Mail Room requirement). Required area may be adjusted for the employee lounge, employee restrooms, and public restrooms as needed. The adjusted area needs to be entered in the field next to the space description. Entering an area here will allow the spreadsheet to automatically calculate the subtotal area and total square feet of non-standard common office space required. The space allocated for Assembly Areas, Common Office Areas and Storage Areas will be based upon a multiple of the allocation for the standard interior office space to facilitate future reconfiguration of space.

Special requirements for each space should be entered under the "Special Reqs" column. Before submitting this space request, review any union contracts for compliance with provisions of the contract.

As the number of spaces is entered in the "Number" column, the spreadsheet automatically calculates the total area per space in the "Subtotal" column. The total area for all assembly spaces and support spaces is automatically calculated under "Total SF" and "Total Common Office Space." The percentage next to the total illustrates the ratio of common office space as a percentage of the total rentable area required.

Common Office Space Standards (Typical)

Space Type	Number of Attendees	Area
Assembly		
Small Conference Room	8	150
Medium Conference Room	15	300
Large Conference Room	45	900
Reception / Public Waiting Area	2 - 10	150
	15 - 25	300
	30 - 50	600
Support Spaces:		
File Server Room		150
Copy/Mail Room		150
Employee Lounge		300 (adjustable)
Coffee Station		50

Library		300
Employee Restrooms	100 SF / 20 HC	100 (adjustable)
Public Restrooms	100 SF / 20 HC	100 (adjustable)
Family Restrooms		100

Note:

Conference Rooms should be established only when they will be used at least 15 hours per week. Approximately 20 half-day sessions per month are considered justification for one room. No conference or training room in excess of 900 square feet or 50% of the design headcount x 20 SF/person, whichever is smaller, will be constructed newly where similar facilities are available within proximity to the subject site as determined by CMS.

- 6 STORAGE SPACE:** Information only needs to be entered in the "Number" and "Special Requirement" fields in this section. The "Subtotal" and "Total SF" fields are automatically updated as the user completes the "Number" field. List the number of each type of "Storage Spaces". See the Storage Space Standards table below. To the maximum extent feasible, lockable storage cabinets in lieu of walled storage and supply areas shall be used. If the standards listed below do not meet the department's needs, an alternate space may be entered under "Other" along with the required area and use. Area may be adjusted for supply room or warehouse storage, if needed. The adjusted area needs to be entered in the field next to the space description. Entering an area here will allow the spreadsheet to automatically calculate the subtotal area and total square feet of non-standard storage space required.

Special Requirements should be entered under the "Special Reqs" column (example: structural support for concentrated loading, security locksets, etc.). For supply room space, any heavy equipment including safes and / or large volumes of books or files must be noted so CMS is able to determine specific floor loading requirements. For warehouse storage space, provide a list of contents that would be stored.

As the number of spaces is entered in the "Number" column, the spreadsheet automatically calculates the total area per space in the "Subtotal" column. The total area for all storage spaces is automatically calculated under "Total SF" and "Total Storage Space." The percentage next to the total illustrates the ratio of storage space as a percentage of the total rentable area required.

Storage Space Standards

Space Type	Area
Standard File Room	300
Large File Room	600
Record Storage Room	300
Supply Room	300 (adjustable)
Standard Office Storage	300
Warehouse Storage	1,000 (adjustable)

- 7 AREA ALLOWANCE ADJ. (CMS Use Only)**
- 8 TOTAL RENTABLE AREA:** The spreadsheet will automatically calculate the sum of areas of personnel space, area allowance, common office space, and storage space requested. The percentage next to the total is the sum of the ratio of these spaces as a percentage of the total rentable area and should equal 100%.
- 9 CHECKLISTS:** The Workstation, Building, Technology, and Site Requirement Checklists help CMS to better match the Using Agency's needs with an appropriate site.

For each question on the Workstation, Building, and Technology Checklists, enter a "Y" if the question applies to the Using Agency or an "N" if the question does not apply to the Using Agency. Add comments as necessary to better explain the Using Agency's needs.

- 9a PARKING:** For each item on the Site Requirement Checklist, enter the requested number of parking spaces to meet the needs of the Using Agency's staff and clients and the number of handicap accessible spaces required and a justification for the amount. CMS may enter an adjustment based on the type and amount of parking requested. The requested number of parking spaces will be automatically calculated as the number is entered. The total number of parking spaces will be calculated when CMS reviews the form.

Under Parking Space Information, enter the space number, employee the space is assigned to, the employee's title, and license plate number, and whether or not the space will be used by a motor pool vehicle. If the space will be designated for client parking, enter "Client" in the "Assigned To" column.

If the Space Request is for PARKING SPACES ONLY, submit the following sections: 1 Contacts, 2 Action Requested, 3 Location Desired, 9a Parking Checklist, and 12 Justification.

- 10 AMERICANS WITH DISABILITIES ACT (ADA) SUPPLEMENT:** The CMS Space Request form requires the completion of the "Americans with Disabilities Act (ADA) Supplement."

If the Section 504 Coordinator knows of a reasonable accommodation necessary for an individual with a disability to perform their work, this is the appropriate place to notify CMS that such accommodation is to be included in the tenant improvements to the facility. Provide the requested contact information for the Section 504 Coordinator(s) (or other agency or designated individual(s) responsible for accessibility issues under Title II of ADA for the Using Agency. The Using Agency's Coordinator has documents submitted in compliance with Title II of ADA which define specific barriers to accessibility of the programs, services, and activities conducted at each facility which need to be addressed at time of lease renewal. Attach these documents or summarize any known accessibility issues which require resolution as part of the action requested by submittal of the *Space Request Form*. Respond to the requested information in as much detail as possible.

- 11 UTILITIES:** Provide the lease number and current leased facility location. For each of the necessary utilities, provide the annual costs, name and address of utility company, account number(s) and meter number(s), and method of payment. Identify if utilities are paid by the Using Agency, if they are prorated, and/or if they are reimbursed to the Lessor. CMS has established a database for reporting energy costs for leased facilities. This information will be used to complete that database and verify information on file. In Addition, additional services acquired through separate contracts for the premises should be indicated for lease negotiations only.

- 12 COMMENTS/JUSTIFICATION:** Respond to the requested information in this section by providing detailed comments and justifications. For lease renegotiations CMS must determine if it is in the best interest of the State to remain in the premises or to solicit proposals for new space; it is the responsibility of the Using Agency to provide sufficient justification in this section of the *Space Request Form*. NOTE: Justification for parking spaces must be provided in accordance with the CMS, Property Management Operations Policy on Parking at State Facilities, Policy No. 02.01.00, or the request will be denied.

Providing insufficient detail may result in a delay in processing the request or denial of the request.

SIGNATURES: All Space Request Forms must be signed by the "Designated Agency Liaison" to the CMS Property Management, "CFO of the Requesting Agency", and by the "Director" or "Secretary" of the Using Agency.

PRINTING INSTRUCTIONS

To print the entire document, click on File, Print, and select **Entire Workbook** under *Print What*. Page numbers will display for the entire workbook. To print one worksheet at a time or a combination of worksheets, click on File, Print, and select **Active Sheet(s)** or **Selection** under *Print What*. Page numbers will display for the worksheet(s) selected.

COMPLETED SPACE REQUEST FORMS are to be mailed to:

Agatha Omielan
Bureau of Property Management
Illinois Department of Central Management Services
100 W. Randolph St., Suite 4-500
Chicago, IL 60601

Phone: 312-814-4288
Email: agatha.omielan@illinois.gov

If you are requesting space within a State owned facility, please mail the **COMPLETED SPACE REQUEST FORM** to:

Connie Dishon
Bureau of Property Management
Illinois Department of Central Management Services
401 S. Spring Street
Room 621, Stratton Building
Springfield, IL 62706

Phone: (217) 524-4444
Email: connie.dishon@illinois.gov

Central Management Services
Bureau of Property Management/Real Estate
SPACE REQUEST
 Contacts and Action Requested

1. CONTACT INFORMATION

Date:	<input type="text"/>	Division/Unit to Occupy:	<input type="text"/>
Using Agency:	<input type="text"/>	# Staff at Existing Location:	<input type="text"/>
Address:	<input type="text"/>	Present Address:	<input type="text"/>
City, Zip:	<input type="text"/>	City, Zip:	<input type="text"/>
Agency Contact:	<input type="text"/>	Agency Fiscal Contact:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>

2. ACTION REQUESTED

Action Requested:	<input type="text"/>		
Lease Renegotiation:	<input type="text"/>	Lease Amendment:	<input type="text"/>
Lease Number:	<input type="text"/>	Lease Number:	<input type="text"/>
Current Expiration Date:	<input type="text"/>	Please Explain:	<input type="text"/>
Expansion/Contraction:	<input type="text"/>	Relocation From:	<input type="text"/>
Please Explain:	<input type="text"/>	New Space Appropriation:	<input type="text"/>
Proposed Lease Term:	<input type="checkbox"/> 60 months <input type="checkbox"/> 120 months <input type="checkbox"/> Other	Primary Site Use:	<input type="text"/>
		Primary Building Use:	<input type="text"/>
Space in State Owned Facility?	<input type="checkbox"/>	Building Location:	<input type="text"/>
			<input type="text"/>
Funding source for "non -consolidated" Property	<input type="text"/>	Maximum rate to be paid by Agency	<input type="text"/>
		(Rate includes charges for estimated facilities management services provided by CMS and billed in accordance with rates established by CMS as defined by OMB Circular A-87.)	

3. LOCATION DESIRED

City/Area:	<input type="text"/>		
County:	<input type="text"/>		
Boundaries:	North:	<input type="text"/>	South:
	East:	<input type="text"/>	West:
			<input type="text"/>

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Bureau of Property Management/Real Estate
SPACE REQUEST
 Space Worksheet

4. PERSONNEL SPACE

Business Unit Name #1:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #1					-		-	-	

Business Unit Name #2:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #2					-		-	-	

Business Unit Name #3:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #3					-		-	-	

Business Unit Name #4:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #4					-		-	-	

Business Unit Name #5:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #5					-		-	-	

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SPACE REQUEST
 Space Worksheet

Business Unit Name #6:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #6					-		-	-	

Business Unit Name #7:

Personnel Type	FTE or PTE	Space Type	# of Positions	Area/Postion	Subtotal	Area Allowance	Subtotal	Total SF	Comments
Administrative		Office	-	150	-	175	-	-	
Professional		Office	-	150	-	175	-	-	
Professional		Cubicle	-	64	-	75	-	-	
Staff/Clerical		Open	-	64	-	75	-	-	
Field Staff		Cube/Open	-	64	-	75	-	-	
(No less than 2 Field Staff assigned to each individual Work Station.)									
PERSONNEL SPACE UNIT #7					-		-	-	

TOTAL PERSONNEL SPACE - #DIV/0!

TOTAL AREA ALLOWANCE - #DIV/0!

5. COMMON OFFICE SPACE

Description	Number	Area	Subtotal	Special Reqs:	Total SF
Assembly Spaces					<input type="text"/> -
Small Conference Room (8 attendees)	-	150	-	Special Reqs:	
Medium Conference Room (15 attendees)	-	300	-	Special Reqs:	
Large Conference Room (45 attendees)	-	900	-	Special Reqs:	
Other Conference (- SF)	-	-	-	Special Reqs:	
Reception / Public Waiting Area (2-10 users)	-	150	-	Special Reqs:	
Reception / Public Waiting Area (15-25 users)	-	300	-	Special Reqs:	
Reception / Public Waiting Area (30-50 users)	-	600	-	Special Reqs:	
Support Spaces					<input type="text"/> -
File Server Room	-	150	-	Special Reqs:	
Copy/Mail Room	-	150	-	Special Reqs:	
Employee Lounge (300 SF)	-	300	-	Special Reqs:	
Coffee Station	-	50	-	Special Reqs:	
Library	-	300	-	Special Reqs:	
Employee Restrooms (100 SF/20 HC) (100 SF)	-	100	-	Special Reqs:	
Public Restrooms (100 SF/20 HC) (100 SF)	-	100	-	Special Reqs:	
Family Restrooms	-	100	-	Special Reqs:	
Other (- SF)	-	-	-	Special Reqs:	
Other (- SF)	-	-	-	Special Reqs:	
Other (- SF)	-	-	-	Special Reqs:	

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SPACE REQUEST
Space Worksheet

TOTAL COMMON OFFICE SPACE - #DIV/0!

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SPACE REQUEST
 Space Worksheet

6. STORAGE SPACE

		Number	Area	Subtotal		Total SF
Storage Spaces (CMS space standards require the use of lockable storage cabinets in lieu of walled storage/supply areas to the maximum extent feasible.)						
Standard File Room		-	300	-	Special Reqs:	
Large File Room		-	600	-	Special Reqs:	
Record Storage Room		-	300	-	Special Reqs:	
Supply Room		-	300	-	Special Reqs:	
Standard Office Storage	(300 SF)	-	300	-	Special Reqs:	
Warehouse Storage	(1,000 SF)	-	1,000	-	Special Reqs:	
Other	(- SF)	-	-	-	Special Reqs:	
Other	(- SF)	-	-	-	Special Reqs:	
Other	(- SF)	-	-	-	Special Reqs:	
TOTAL STORAGE SPACE						- #DIV/0!

7. AREA ALLOWANCE ADJ. (CMS Use Only)
8. TOTAL RENTABLE AREA - #DIV/0!

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SPACE REQUEST
Checklists

9. CHECKLISTS

Workstation Checklist

Will the Using Agency dismantle and re-install existing systems furniture under separate contract at new location? (Y or N)

Comments:

Does existing systems furniture contain a pre-wired raceway requiring only a feed to each panel configuration? (Y or N)

Comments:

Are power poles acceptable as a means to feed systems furniture? (Y or N)

Comments:

Is there a preference for feeds from wall locations or floor locations? (Y or N)

Comments:

Does existing systems furniture require hardwiring to meet local municipal building codes? (Y or N)

Comments:

Will new systems furniture be incorporated in the procurement of the Lease for a turnkey project? (Y or N)

Comments:

Will new systems furniture be purchased off State Contract by the Using Agency? (Y or N)

Comments:

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Checklists

Building Checklist

Will the Agency re-use any existing equipment [e.g. automatic door openers, keyless entry systems, etc.]? (Y or N)

Comments:

Are there spaces requiring special HVAC, flooring, fire suppression [e.g. servers, laboratories, etc.]? (Y or N)

Comments:

Is there a need for special construction [e.g. loading dock, haz-mat storage, high-density filing, etc.]? (Y or N)

Comments:

Are there special non-personnel security issues [e.g. limited access areas, confidential files, etc.]? (Y or N)

Comments:

Are there unique signage requirements? (Y or N)

Comments:

Technology Checklist

What are your server room requirements for the Using Agency [e.g. size, temperature, connectivity, etc.]? (Y or N)

Comments:

Does the Using Agency require any specialty technology systems [e.g. videoconferencing, cable, etc.]? (Y or N)

Comments:

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SPACE REQUEST
 Parking Checklist

9a. PARKING CHECKLIST

Site Requirement Checklist

How many parking spaces are required to meet the needs of the Using Agency's staff?

Requested

CMS Adj.

Justification:

How many parking spaces are required to meet the needs of the Using Agency's clients?

Justification:

How many handicap accessible spaces are required for the Using Agency's clients?

Justification:

Total On-Site Parking Spaces

Justification must be provided in accordance with CMS Property Management Operations policy on Parking at State Facilities. Policy No. 02.01.00 or request will be denied

Central Management Services
Bureau of Property Management/Real Estate
SPACE REQUEST
Americans With Disabilities Act (ADA) Supplement

10. AMERICANS WITH DISABILITIES ACT (ADA) SUPPLEMENT

Describe any reasonable accommodation requirements needed under the requested lease action:

ACCOMMODATION

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Identify Section 504 coordinators, agency individuals, or other designated employees responsible for accessibility issues under Title II of ADA.

NAME:	
TITLE:	
ADDRESS:	
PHONE:	
FAX:	
EMAIL:	

Provide narrative summary of known needs or existing deficiencies pertaining to accessibility issues arising from services, programs, and activities of requesting agency and the lease action sought herein. Unique characteristics of requesting agency program at an existing site or new location should be described in detail.

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