

DEPARTMENT OF THE INTERIOR HOUSING MANAGEMENT HANDBOOK

FOREWORD

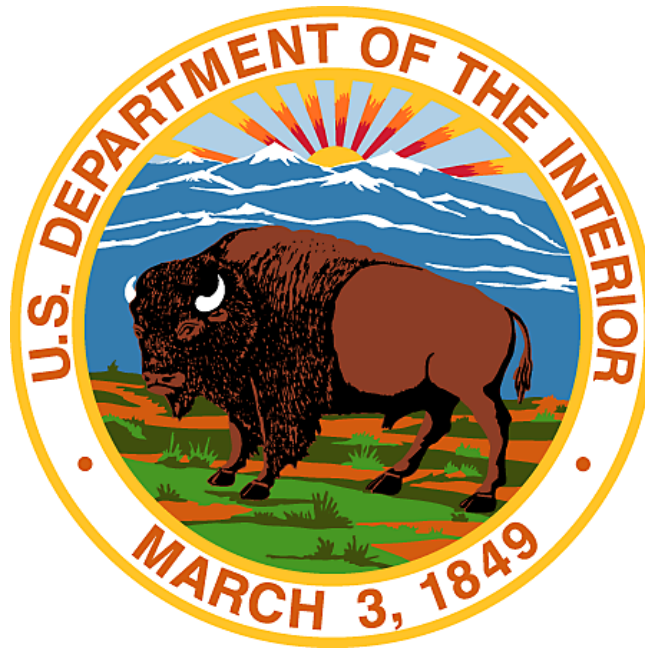
This Departmental Housing Management Handbook (as prescribed in DM 400 Chapter 3, "Quarters Management") provides uniform guidelines for the acquisition, management, maintenance and disposal of Government furnished housing by bureaus and offices of the Department of the Interior. The Handbook implements Office of Management and Budget Circular A-45, Revised October 20, 1993, and OMB Circulars A-II and A-25.

This customer oriented Handbook provides guidance on additional housing management matters as recommended by the Interior bureaus and other Federal Departments for which the Department establishes rental charges and provides housing management services under interagency cross servicing agreements.

Questions regarding the content of the Handbook may be directed to the Office of Acquisition and Property Management (PAM), or to the Housing Program Manager. Additional copies of the Handbook, which will be updated through releases when appropriate, can be ordered from the National Business Center, (D-2910), 7301 West Mansfield Avenue, Denver, Colorado 80235-2230.

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Office of Acquisition and Property Management
April 21, 2008

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK



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TABLE OF CONTENTS

DEFINITIONS	1
ABBREVIATIONS	9
CHAPTER 1 - INTRODUCTION	10
1.1 PURPOSE	10
1.2 COVERAGE	10
1.3 REVISIONS	11
1.4 DISTRIBUTION	11
1.5 EXCEPTIONS	11
CHAPTER 2 - LEGISLATIVE AND REGULATORY REQUIREMENTS	12
2.1 GENERAL	12
2.2 LEGISLATION	12
2.3 OFFICE OF MANAGEMENT AND BUDGET CIRCULARS	13
2.4 FEDERAL MANAGEMENT REGULATIONS	13
2.5 AUTHORITY	14
2.6 ADDITIONAL PROPERTY MANAGEMENT REGULATIONS	14
CHAPTER 3 - HOUSING OPERATIONS	15
3.1 INTRODUCTION	16
3.1.1 POLICY	16
3.1.2 JUSTIFICATION FOR ADDITIONAL OR REPLACEMENT HOUSING	16
3.1.3 ESTABLISHMENT OF NEW OR REPLACEMENT HOUSING	19
3.1.4 RETENTION OF HOUSING	19
3.1.5 DISPOSAL OF HOUSING	20
3.1.6 ACCESSIBILITY OF HOUSING	22
3.2 USE OF HOUSING BY NON-BUREAU/OFFICE TENANTS	23
3.2.1 SCOPE	23
3.2.2 INTERIM USE OF NON-EXCESS AND EXCESS HOUSING BY OTHER INTERIOR BUREAUS/OFFICES OR OTHER FEDERAL AGENCIES	24
3.2.3 INTERIM USE OF NON-EXCESS AND EXCESS HOUSING BY NON- FEDERAL TENANTS	25
3.3 GOVERNMENT-PROVIDED FURNISHINGS	28
3.3.1 SCOPE	28
3.3.2 POLICY	28
3.3.3 SELECTION OF FURNISHINGS	29
3.3.4 GUIDELINES FOR DETERMINING FURNITURE REQUIREMENTS	30
3.4 MAINTENANCE OF HOUSING	31
3.4.1 POLICY	31
3.4.2 HOUSING MAINTENANCE RESPONSIBILITIES	31
3.4.3 MAINTENANCE PRIORITIES	34
3.5 ASSIGNING AND VACATING HOUSING	35
3.5.1 ASSIGNMENT OF HOUSING	35
3.5.2 ASSIGNMENT RECORDS	40
3.5.3 REASSIGNMENT OF HOUSING	42
3.5.4 VACATING HOUSING	43
3.6 HISTORIC STRUCTURES USED AS HOUSING	44

3.6.1	DEFINITIONS	44
3.6.2	BACKGROUND	44
3.6.3	USE OF HISTORIC BUILDINGS AS HOUSING	44
3.6.4	PROCEDURES	45
3.6.5	ADDITIONAL REFERENCES	46
3.7	<u>QUARTERS MANAGEMENT INFORMATION SYSTEM</u>	47
3.7.1	INTRODUCTION	47
3.7.2	QMIS DATABASE STRUCTURE.....	47
3.7.3	USES OF THE QUARTERS MANAGEMENT INFORMATION SYSTEM ..	47
3.7.4	RESPONSIBILITIES	47
3.8	<u>EVICCTIONS</u>	48
3.8.1	GENERAL	48
3.8.2	EVICITION AUTHORITY	48
3.8.3	LOCATION OF GFH.....	48
3.8.4	QUARTERS ASSIGNMENT AGREEMENT.....	48
3.8.5	EVICITION PROCESS.....	48
3.8.6	APPEAL RIGHTS RELATED TO EVICTIONS.....	50
 CHAPTER 4 - FINANCIAL CONSIDERATIONS		51
4.1	<u>MONTHLY BASE RENTAL RATE DETERMINATION</u>	52
4.1.1	GENERAL	52
4.1.2	BASE RENT PRINCIPLES	52
4.1.3	REGIONAL SURVEYS.....	52
4.1.4	APPRAISALS	56
4.1.5	OFFICIAL USE SPACE	57
4.1.6	EXTENSION OF COMPARABILITY	58
4.1.7	TENTS.....	60
4.1.8	OBSOLETE HOUSING.....	60
4.2	<u>CHARGES FOR RELATED CONVENIENCES</u>	60
4.2.1	GENERAL POLICIES	60
4.2.2	CHARGES FOR UTILITIES	60
4.2.3	EXCESSIVE HEATING/COOLING COSTS.....	62
4.2.4	CHARGES FOR APPLIANCES AND FURNISHINGS	64
4.2.5	CHARGES FOR SERVICES	65
4.3	<u>ADMINISTRATIVE ADJUSTMENTS TO BASE RENTAL RATE</u>	65
4.3.1	GENERAL	65
4.3.2	ISOLATION ADJUSTMENT	65
4.3.3	SITE AMENITY ADJUSTMENTS	66
4.3.4	LOSS OF PRIVACY/RESTRICTED USE	68
4.3.5	EXCESSIVE SIZE	70
4.3.6	INADEQUATE SIZE.....	71
4.3.7	TEMPORARY HOUSING - MAINTENANCE OF TWO HOUSEHOLDS.....	71
4.3.8	ADMINISTRATIVE REVIEW.....	71
4.3.9	CHANGES IN ADMINISTRATIVE ADJUSTMENTS.....	72
4.4	<u>NET MONTHLY RENTAL CHARGES</u>	72
4.4.1	GENERAL	72
4.4.2	BASELINE SURVEYS OR APPRAISALS	72
4.4.3	ANNUAL ADJUSTMENTS TO NET MONTHLY RENTAL CHARGE (NMRC).....	72
4.4.4	ANNUAL ADJUSTMENTS TO PROSPECTIVE OR RECENTLY CONDUCTED SURVEYS OR APPRAISALS	73
4.4.5	ANNUAL REVIEW REQUIREMENTS	74
4.5	<u>IMPLEMENTATION OF RENTAL CHARGES</u>	74
4.5.1	IMPLEMENTATION SCHEDULE.....	74

4.5.2	DOCUMENTATION OF NET MONTHLY RENTAL CHARGE.....	74
4.5.3	TENANT NOTIFICATION - CURRENT OCCUPANT	75
4.5.4	TENANT NOTIFICATION - INITIAL OCCUPANCY	75
4.5.5	IMPLEMENTATION OF RENTAL CHARGE	75
4.5.6	RENTAL PERIOD	75
4.5.7	INCREMENTAL IMPLEMENTATION	75
4.5.8	EMPLOYEES IN LEAVE OR FURLOUGH STATUS	76
4.6	<u>POSSESSORY INTEREST TAX</u>	76
4.6.1	POLICY.....	76
4.6.2	PROCEDURE	76

CHAPTER 5 - HOUSING PROGRAM MANAGEMENT.....77

5.1	<u>RECORDS MAINTENANCE</u>	77
5.2	<u>CLAIMS AGAINST THE GOVERNMENT</u>	78
5.3	<u>DISPOSITION OF HOUSING RENTAL INCOME</u>	79
5.4	<u>REQUESTS FOR RECONSIDERATION/APPEALS</u>	79
5.5	<u>EMPLOYEE PARTICIPATION IN RATE SETTING PROCESS</u>	81
5.6	<u>EXCEPTIONS</u>	82

APPENDIX - FORMS.....83

FORM DI 1871	<u>JUSTIFICATION FOR NEW OR REPLACEMENT QUARTERS</u>	84
FORM DI 1872	<u>CERTIFICATE OF REQUIRED OCCUPANCY</u>	85
FORM DI 1874	<u>RENTAL RATE COMPARABILITY</u>	86
FORM DI 1875	<u>GOVERNMENT QUARTERS INVENTORY</u>	89
FORM DI 1876	<u>ISOLATION ADJUSTMENT</u>	92
FORM DI 1878	<u>EXCESSIVE HEATING/COOLING DEDUCTION</u>	94
FORM DI 1879	<u>QUARTERS OCCUPANCY/VACANCY INSPECTION</u>	95
FORM DI 1880	<u>RENT COMPUTATION SCHEDULE</u>	96
FORM DI 1881	<u>QUARTERS ASSIGNMENT AGREEMENT</u>	97
FORM DI 1882	<u>NOTICE OF RENTAL ADJUSTMENT</u>	99
FORM GSA 1582	<u>REVOCABLE LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY</u>	100
FORM OS 2000	<u>PRIVATE RENTAL SURVEY – HOUSES, APARTMENTS AND MOBILE HOMES</u>	102
FORM OS 2001	<u>PRIVATE RENTAL SURVEY – TRAILER SPACES</u>	104

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DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

DEFINITIONS

This section provides definitions to terms which are common to housing management. These definitions will apply to and will be used when interpreting and implementing the Department of the Interior's (DOI) Housing Management Program.

Note to Readers: Particularly if you are new to the Housing Management Program, it is critical that you read and understand the housing terminology before proceeding with the Chapters on program operations and policies.

Accessibility. The provisions of programs, facilities, conveniences, and services in ways that include individuals with disabilities or makes available to those individuals the same benefits available to persons without disabilities.

Age of Housing. Age is based upon the year the unit was originally constructed. The actual age is used for housing rental determination purposes. Major rehabilitation work does not change the date constructed.

Apartment. An apartment is a self-contained housing unit that occupies only part of a building. Generally includes common hallways and entryways shared by all individuals living in the building.

Administrative Adjustments. Office of Management and Budget (OMB) Circular A-45 authorizes certain adjustments that can be made to the base rental rate. These include adjustments for isolation, lack of site amenities, loss of privacy/restricted use, excessive size of quarters, inadequacy of quarters or need of temporary quarters/maintenance of two households. Each of these adjustments is addressed in detail in Chapter 5.

Appliances. Household devices operated by propane, solar, electricity or fossil fuel. Appliances include refrigerators, ranges, dishwashers, wood stoves, fireplace inserts, washers, dryers, televisions, radios, window air conditioners, irons, microwaves, swamp coolers, etc.

Bunkhouse/Dormitory¹. A housing unit classified as a dormitory or bunkhouse will have at least one of the following:

- (1) Multiple bathroom fixtures such as several sinks, showers and toilets in one bathroom.
- (2) Multiple kitchen fixtures, such as several ranges, refrigerators and sinks, or a lack of a kitchen.
- (3) A large common sleeping area with numerous beds or bunk-beds.

Cabin. A cabin is a small, roughly built house or cottage with minimal amenities.

Consumer Price Index. The Consumer Price Index (CPI) produces data on changes in the prices paid by urban consumers for a representative basket of goods and services. The Housing Management Program applies the CPI to rental rates annually.

¹ NPS and other bureaus are now constructing dormitories where private bedrooms with private bathrooms exist, with shared kitchen, dining and living areas. While technically this could describe any single family house, these are considered dormitories since they are occupied by individuals from multiple familial units who would not typically reside in the same housing unit.

Consumer Price Index - Adjusted Monthly Base Rental Rate (CPI-MBRR). The CPI-MBRR is the rental value of Government-Furnished Housing (GFH) equipped with a refrigerator, water heater, range, and floor and window coverings. Where applicable, the CPI-MBRR reflects exclusions of excess (closed off) and "Official Use" space. The CPI-MBRR is determined by a survey or appraisal analysis of market rental comparables, as described in this Handbook. The CPI-MBRR does not include charges for related services, or administrative deductions.

Comparable Housing. This term refers to housing in the private sector that is generally equivalent in size to the rental housing units, with the same number of bedrooms, and with generally equivalent related conveniences. Such housing is available on a landlord-tenant basis, with rental rates reflecting the fair market value of the accommodations. This is distinguished from housing rented on an employer-employee basis or between friends and relations, for which other considerations may have influenced the rental rates or which may be part of compensation for services rendered. In addition, housing such as other Government-Furnished Housing (Federal, state or local) and housing provided by Indian tribes, churches or religious societies are excluded from this definition of comparable housing. Housing can include trailers, recreational, mobile and modular homes if the community includes those types of housing.

Conveniences. "Conveniences" as used in this Handbook is a generic term meaning household furniture and equipment, garage space, utilities, subsistence, maid and laundry service.

Equipment. Powered and non-powered tools and devices used in and around households, including lawn mowers, saws, base radio stations, battery chargers and watering or fertilizing devices.

Established Community. Ordinarily the nearest population center (Metropolitan Statistical Area or an incorporated or unincorporated city or town) having a year-around population of 1,500 or more (5,000 or more in Alaska), provided that it has minimum essential medical services (i.e. at least one physician and one dentist accepting new patients) available to all occupants of Government housing on a non-emergency / appointment basis, and a private rental market with housing available to the general public. Physicians and dentists may be available part-time or provide itinerant care. Population determinations will be based upon the most recently published decennial census of the United States. Established communities are the locations in which rental and related conveniences cost data are gathered for use in surveys and appraisals for establishing rental charges for Government-Furnished Housing.

Excess Housing Units. Excess housing units are those which have been reported to the General Services Administration (GSA) on the Report of Excess Real Property, Standard Form (SF) 118 with accompanying Buildings, Structures, Utilities, and Miscellaneous Facilities, SF 118A, by the holding bureau as being excess to the needs of DOI. While excess housing units may be the responsibility of the holding (reporting) bureau, they will be considered as being under GSA control. For the purposes of this Handbook the term "excess housing units" also includes housing units which have been categorized by GSA as surplus property.

Furnishings. Furnishings include furniture, appliances, equipment and other household effects necessary to provide a reasonable degree of livability in personnel housing units. Furnishings do not include installed fixtures or equipment which is permanently affixed to and part of the quarters (i.e., central air conditioner, furnace, installed cupboards, dishwashers, range hoods, or cabinets).

Furniture. Major household goods articles (excluding appliances, equipment and other household effects), which are typically freestanding and movable. Furniture includes tables, chairs, sofas, lamps, mattresses (but not bedding), bed frames, chests, dressers, etc.

Government-Furnished Housing (GFH). Housing units owned or leased by the Government for which the Government serves as landlord. The terms “Government quarters/housing”, “quarters/housing”, and “rental quarters/housing” have the same meaning as Government-Furnished Housing. The word “furnished” in the term GFH means provided by the Government, and is not intended to imply that the Government has provided furniture, appliances, equipment or other household effects. Only GFH units that have been approved by the appropriate program Assistant Secretary or his designee may be assigned to Government employees, contractors, volunteers, seasonals, and concessionaires. Individuals can only occupy GFH units that exist in the QMIS inventory. Housing must remain in the QMIS inventory as long as it is occupied or a future need is identified.

House – Single Family Detached. A building containing one single housing unit, designed for occupancy by one individual or family is a single family detached house.

House – Single Family Plexed. A building containing two or more single-family living units that have joined or connected walls is a single family plexed house. Plexed units are referred to as duplexes, triplexes, row houses, townhouses, cluster homes, patio homes, etc. These do not share a common entryway as apartments do, but contain separate external entrances for each living unit.

Housing Program Manager. The Housing Program Manager (HPM), located in the Office of Acquisition and Property Management, is responsible for administering the DOI Housing Management Program; overseeing the activities of the Quarters Management Information System (QMIS) Program Office; preparing DOI housing regulations and policies; and representing DOI in all intradepartmental and interagency housing management activities.

Insurance. Contractual coverage binding a party to indemnify against specific loss in return for premiums paid is called insurance. Tenants are encouraged to carry their own rental insurance.

Isolation Adjustment. This is an adjustment to the Monthly Base Rental Rate made to relieve the economic effects of isolation, as recognized in OMB Circular A-45.

Jurisdiction. Jurisdiction is the sphere of authority that outlines the legally defined boundaries or territorial limits within which any particular authority may be exercised.

Lead-Based Paint Disclosure Rule. Congress passed this rule, known as the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X), to protect families from exposure to lead from paint, dust and soil. Section 1018 of this law directed the Department of Housing and Urban Development and the Environmental Protection Agency to require the disclosure of known information on lead-based paint and lead-based paint hazards before the sale or lease of most housing built before 1978.

Mobile Home. A moveable living unit that is located on a site where the wheels and axles have been removed, a skirt is installed around the unit, and the unit cannot be rapidly moved to another site. There are no restrictions on the size, length or width of a mobile home; it is classified as a mobile home solely on being disabled from immediate removal to another site.

Modular Housing. A structure that is partially fabricated at a factory and later assembled on site is referred to as modular housing. Such units of modular housing should be inventoried based upon their design, whether it is detached housing, plex, apartment, etc.

National Housing Officer. “National Quarters Officer” and “National Housing Officer” are interchangeable terms. Each bureau utilizing housing will appoint an official responsible for managing that bureau’s housing program. This official is the National Housing Officer for that bureau, and is the individual responsible for managing that bureau's housing program. Their responsibilities include implementing this Handbook and program coordination. As provided in Paragraph 5.1.3 H, this position may be funded from rental income.

Net Monthly Rental Charge. The Net Monthly Rental Charge (NMRC) is calculated as the CPI-MBRR minus deductions for administrative adjustments; plus charges for Government-provided related conveniences (utilities, appliances, furnishings and services); minus deductions for energy credits.

Non-Excess Housing Units. Non-excess housing units are those which are not presently utilized by the holding bureau in the provision of services or protection of property, but for which there is a known or probable future bureau need. Non-excess housing units are not reported to GSA as excess real property, and remain in the possession and control of the holding bureau.

Non-Housekeeping Housing Units. These are housing units without kitchens, or with shared kitchens, including dormitories, barracks, bunkhouses, transient quarters and tents.

Non-Federal Tenant. Non-Federal tenants include members of the general public and concessionaire employees. Contractors in performance of a contract, memorandum of understanding, or other formal agreement with the bureau/office, another cooperating Federal or state agency, or with a contractor providing services or supplies to the managing bureau/office will be considered Federal tenants when determining interim use of all housing.

Obsolete Housing. These are housing units which have been classified as "obsolete" on the Government Quarters Inventory ([Form DI 1875](#)). These housing units are unsuitable for occupancy because they are not decent, safe and/or sanitary and are in less than poor condition. Whenever occupancy of obsolete housing is considered essential, the provisions of paragraph 3.4.3A will be followed.

Official Use Space. Official use space is any portion of a housing unit that has been set aside solely for a Government business purpose. This space may be deducted from rental charges.

Other Household Effects. These are uninstalled minor household goods articles (excluding furniture, appliances, equipment, and floor and window covering), necessary for the operation of a household. These include cooking and eating utensils, bedding material, linen, wall hangings, personal articles and bric-a-brac.

Permit. A permit is a document granting a temporary right of occupancy (one year or less) of vacant housing to a *Federal tenant*. A permit is revocable at will by the permitting bureau, and does not transfer an interest in the property².

² Bureaus should use a Permit for Use of Real Property by Federal Agency, [GSA Form 1583](#), to permit (allow) temporary occupancy of vacant *non-excess* housing by other Interior bureaus or other Federal agencies. When permitting *excess* housing to Federal tenants, GSA may prescribe the use of a permit which differs in format from GSA Form 1583.

Primary Residence. A primary residence meets the majority of the following criteria:

- The location occupied by the employee as a dwelling, in which he/she maintains a household and spends a significant proportion of off-duty time and to which, when absent, the employee normally intends to return;
- The location where the employee keeps or stores his/her household goods - clothing and other personal effects;
- The location where the employee normally sleeps and prepares/consumes meals, from which he/she normally leaves to report for work or off-duty emergencies and to which he/she return after work;
- The location where the employee normally receives personal telephone calls and can otherwise be contacted when not on duty;
- The street address where the employee receives mail; and
- For a permanent employee, the home of records used for voting, school, and tax purposes and the address listed on documents such as the employee's driver's license, hunting and fishing licenses, vehicle registration and personal checks.

Quarters Management Information System (QMIS). QMIS is a computerized housing inventory and rental rate-setting program.

Quarters Management Information System (QMIS) Program Office³. The QMIS Program Office is responsible for administering the interagency Regional Rental Survey Program. The QMIS Program Manager is the head of this office, which is part of the National Business Center. The QMIS Manager and staff oversee contractor conduct of regional rental surveys; prepares regional survey reports, annual rental adjustment instructions, and special analyses; conducts housing training; oversees annual rental inflationary (Consumer Price Index) adjustments; provides help desk support for the Housing Program; provides/maintains the QMIS software application; and maintains the interagency housing database.

Quarters Management Information System (QMIS) Program Manager. The QMIS Program Manager heads the [QMIS Program Office](#) in the National Business Center.

Quarters Program Manager. See Housing Program Manager.

Reasonable Commuting Distance. The meaning of the term “reasonable commuting distance” varies with local and industry conditions. To determine reasonable commuting distance, consideration should be given to geographic accessibility of the place of work, the quality of the roads, customarily available public transportation, and the usual travel time.

Reasonable Value. Reasonable value is the net rental charge (Net Rent) which results after adding charges for related conveniences (see below), and the Consumer Price Index Adjusted Monthly Base Rental Rate (CPI-MBRR). The authorized administrative adjustments are intended to account for many of the differences in conditions between the established communities from which rental data is gathered, and the sites at which GFH are located.

Related Conveniences. Related conveniences include all services, utilities, furniture, appliances, equipment, supplies and other household effects which the Government may provide in connection with the occupancy of GFH.

³ The QMIS Program Office mailing address is: QMIS Program Office (D-2910), 7301 West Mansfield Avenue, Denver, CO 80235-2230. The QMIS Program Office telephone number is (303) 969-5050 and the fax number is (303) 969-6634.

Remoteness. This describes the physical location of a unit that is 30 or more miles from any established community which provides private sector housing, or when adequate housing is not available within a reasonable commuting distance of the employee's duty station.

Rent Class. Term used for housing classifications in QMIS, i.e., house, mobile home, apartment, etc. The design of a structure rather than its use determines rent class.

Rental Housing/Quarters. These are defined in [OMB Circular A-45, Revised](#) as follows: "...all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or leased dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, and housekeeping as well as non-housekeeping units. The term excludes tents, containers, housing which due to extreme deterioration is unsuitable for occupancy except in exigent circumstances, and "public quarters" designated for occupancy by members of the uniformed services with loss of allowances, but it includes quarters occupied by such personnel on a rental basis under [37 U.S.C. 403\(e\)](#), [42 U.S.C. 1594a\(f\)](#) and [1594b](#), and other authorities."

Revocable License. A revocable license grants a temporary right of occupancy (one year or less) of vacant housing to a *non-Federal tenant*. A revocable license is revocable at will by the licensing bureau, and does not transfer an interest in the property⁴.

Roads. For purposes of computing the isolation adjustment, the following definitions will apply:

- Paved roads are twenty feet or more in width. The paving may be concrete or asphalt or macadam. Curbs and gutters are not required.
- Unpaved but improved roads are graded, drained, and have a surface other than pavement such as stone or gravel. Unpaved but improved roads must be capable of accommodating at least one full-size passenger car and are fewer than twenty feet in width.
- Unimproved roads are roads that are not graded, have no surface material, and are of any width.

Rooms. Rooms are any finished space, excluding used halls, alcoves, pantries, bathrooms, or other areas so small they can only be used as storage areas. A dining room qualifies as a separate room rather than merely an extension of the kitchen or living room, if the dining area is at least partially separated from the kitchen or living room by a wall, however minimal. Unfinished space is not considered a room.

Same General Area. The term "same general area", or "general area", means the survey geographic region (when rental charges are established using the survey method) or the nearest established community (when rental charges are established using the appraisal method).

⁴ Bureaus should use Revocable License for Non-Federal Use of Real Property, [GSA Form 1582](#), as the revocable license to allow temporary occupancy of vacant *non-excess* housing by non-Federal tenants. When licensing *excess* housing to non-Federal tenants, GSA may prescribe the use of a revocable license which differs in format from GSA Form 1582.

Seasonal Housing. Housing units are considered seasonal when the planned period of occupancy is limited - normally six months or less.

Temporary Workforce. Temporary workforce includes seasonal employees and essential cooperators (i.e., volunteers, interns, researchers, etc.) and refers to the need for short term rentals that are not available in the local commuting area, where temporary employee status would not enable the temporary workforce to reasonably afford the rent/lease of housing in the private sector.

Tent, Tent-House or Tin Top. A tent-house has paved or frame floors and sidewalls with a tent over it. Tin tops are tent-houses with the tenting replaced with tin roofs. Tents are typically supported fabric structures without paved or framed floors. This housing class has few conveniences, is for seasonal use only, and has a shared community bath. **Rental and related charges are not assessed for this type of housing.** Utilities at the site can be recovered from the program utilizing the occupants or the occupants themselves where appropriate.

Trailer Pad. Designated space where a personally-owned trailer is parked for a specific time. For rent purposes, Government-owned trailers or RVs parked on a Trailer Pad are classified as Travel Trailers.

Transient Housing. Transient housing units are hotel-type accommodations and are usually offered with Government-provided furnishings, linens, housekeeping items and supplies and special services. The transient rate can be applied to any GFH unit that is being occupied on a transient basis; that is, normally for 30 days or less.

Travel Trailers. Travel trailers are movable living units, of any size, length and width, which have wheels and axles in place, allowing rapid movement to another site. Once wheels and axles are removed, the unit is considered a mobile home, and will have a skirt set around the structure to obscure the crawl space under the unit.

United States. United States means the 50 States, Puerto Rico, the District of Columbia, the Virgin Islands and the territories and possessions of the United States.

Utilities. Generally include costs for refuse services, electricity, water, sewer and heating/cooling/hot water/cooking fuel.

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ABBREVIATIONS

The following abbreviations are used in the Handbook:

ACHP	Advisory Council on Historic Preservation
BIA	Bureau of Indian Affairs
BIE	Bureau of Indian Education
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
BSRR	Basic Shelter Rental Rate
CFR	Code of Federal Regulations
CPI	Consumer Price Index
DI or DOI	Department of the Interior
DM	Departmental Manual
FMR	Federal Management Regulations
FWS	Fish and Wildlife Service
GFH	Government-Furnished Housing
GSA	General Services Administration
HPM	Housing Program Manager
HRA	Housing Requirements Analysis
IAF	Isolation Adjustment Factor
IRS	Internal Revenue Service
IPMD	Interior Property Management Directives
MBRR	Monthly Base Rental Rate
MOA	Memorandum of Agreement
NMRC	Net Monthly Rental Charge
NPS	National Park Service
OHA	Office of Hearings and Appeals
OMB	Office of Management and Budget
PAM	Office of Acquisition and Property Management
QMIS	Quarters Management Information System
RPFMP	U.S. Department of the Interior Real Property Financial Management Policy
SHPO	State Historic Preservation Officer
SF	Standard Form
SOL	Office of the Solicitor
U.S.C.	United States Code
USGS	United States Geological Survey

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

CHAPTER 1
INTRODUCTION

- 1.1 Purpose
- 1.2 Coverage
- 1.3 Revisions
- 1.4 Distribution
- 1.5 Exceptions

1.1 Purpose. This Housing⁵ Management Handbook (Handbook) sets forth legislative and regulatory guidelines, together with the procedures and companion forms, to be utilized by bureaus and offices of DOI in acquiring, utilizing, managing and disposing of GFH⁶, and in establishing and collecting rental rates and charges for related conveniences. This Handbook is designed for use as a desk reference manual with revisions to be issued, as necessary, to ensure that the contents remain current.

The Handbook supplements various OMB circulars and sets forth DOI policies, procedures, and guidelines. It is intended to promote maximum uniformity in housing program administration throughout DOI.

- 1.2 Coverage.** The Handbook applies to all phases of the DOI housing program management. The regulations and procedures extend to all:
- Government-owned housing units,
 - Leased housing rented in support of Federal programs, whether rented to:
 - Employees of the holding bureau,
 - Employees of another Interior bureau,
 - Another Federal Agency, or
 - Non-Federal tenants who are housed in order to accomplish a Federal program.
 - Housing units which are rented to the public pending future official use or disposal,
 - Rental housing units located geographically in the 50 states, the District of Columbia, Puerto Rico and the territories and possessions of the United States.

⁵ The terms quarters, housing, and housing units are interchangeable. Where the current acronym uses the quarters designation, the term is continued throughout the Handbook; where the term is for a generic item not identified by commonly used acronym, housing or housing unit is used.

⁶ See definition of rental housing/quarters.

These policies, procedures, and guidelines do not apply to housing units, custody of which has been transferred to a non-Federal activity pursuant to a written lease or contract authorized by law. The Handbook does not apply to GFH in foreign countries, as such housing is subject to Department of State regulations.

1.3 Revisions.

- A. The Office of Acquisition and Property Management (PAM) is responsible for ensuring that this Handbook is current and for preparing any necessary revisions. The Director, PAM, issues these revisions.
- B. To further promote program uniformity, any bureau or office developing procedures in support of this Handbook must submit these procedures for review and approval by the Director, PAM, prior to placing the procedures into effect. If approved, and of general application, the procedures will be incorporated in this Handbook.

1.4 Distribution.

- A. The distribution of this Handbook will be determined by each bureau or office. Distribution will be made in bulk to the respective bureaus for internal distribution. Bureaus will ensure that the Handbook is available for examination by all employees.
- B. The distribution list will be maintained by the Housing Program Manager (HPM). The HPM will also maintain supplies of the Handbook and its revisions for replacement purposes. Requests for additions to, or deletions from, the list will be directed to the HPM.

1.5 Exceptions. This Handbook allows for unusual circumstances that may exist with respect to the DOI Housing Management Program. Exceptions to the provisions of this Handbook must be requested in writing by bureaus/offices to PAM. The requests should be sent only when the bureau/office can demonstrate that they have exhausted all means available to them prior to submitting such a request. Within 90 days, PAM will provide written notification of a granted exception to the appropriate bureau/office, or written notification explaining why an exception was not granted.

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

CHAPTER 2
LEGISLATIVE AND REGULATORY REQUIREMENTS

- 2.1 General
- 2.2 Legislation
- 2.3 Office of Management and Budget Circulars
- 2.4 Federal Management Regulations
- 2.5 Authority
- 2.6 Additional Property Management Regulations

2.1 General. This chapter describes the laws and regulations affecting the DOI housing management and rental program.

2.2 Legislation.

- A. [5 U.S.C. 5911](#), Quarters and Facilities; Employees in the United States, is the legislation authorizing Government agencies to provide housing and related conveniences to their employees only when conditions of employment or of availability of housing warrant such action. This law requires the collection of 1) rent from employees who occupy housing and 2) charges for related conveniences made available in connection with the occupancy of the housing unit⁷. It prescribes that rental rates and charges for related conveniences must be based upon the reasonable value of the housing and conveniences to the employee. Finally, this authority contemplates that the general method of collection will be through payroll deductions.
- B. [5 U.S.C. 5536](#), Extra Pay for Extra Services Prohibited, provides that employees, whose pay is fixed by statute or regulation, may not receive additional pay or allowances for any other service or duty unless specifically authorized by law. This section prohibits the establishment of rents or other charges so as to provide a housing subsidy; to serve as an inducement in the recruitment or retention of employees; or to encourage occupancy of existing housing. Such action would constitute the provision of additional pay or allowances, which is prohibited.

⁷ "Related Conveniences" mean household furniture and equipment, garage space, utilities, appliances, and other services such as cable TV, where available.

- C. Public Laws 98-473, Section 320⁸ requires housing rental receipts to be deposited in a special fund, where they will remain, until expended, for housing maintenance and operation⁹.

2.3 Office of Management and Budget Circulars. OMB has issued the following Circulars pertaining to the DOI Housing Management Program:

- A. [OMB Circular No. A-11](#) sets forth policies for budgeting and planning the construction of federally-owned housing for use in conjunction with Agency programs. The pertinent provisions of OMB Circular A-11 are found in paragraph 33.3¹⁰.
- B. [OMB Circular No. A-25](#) establishes policies for developing a uniform and equitable system of charges for certain Government services and property. The provisions of OMB Circular A-25 require a fair market value return to the Government whenever housing units are rented for revenue purposes to private parties (the general public)¹¹ pending future official use or disposal action.
- C. [OMB Circular No. A-45](#) establishes guidance on construction standards for housing and procedures to be used in establishing housing rental rates and charges for related conveniences supplied to tenants, except rental to the public¹².

2.4 Federal Management Regulations. The Administrator, GSA, issues the Federal Management Regulations (FMR)¹³ under authority of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, and other laws and authorities. Selected Parts and Subparts of the FMR pertain to the acquisition, utilization and disposal of real property, and therefore affect the DOI housing program. These include:

- A. [41 CFR 102-84](#), Annual Real Property Inventories establishes policies and procedures for annual reports of real property (including housing) owned or leased by the United States. NOTE: The annual update is now called the Federal Real Property Profile (FRPP). Each year, GSA issues specific guidance regarding the data elements required. The DOI Associate Director, Facility & Property Management coordinates this annual reporting requirement.
- B. [41 CFR 101-18](#), Acquisition of Real Property sets forth policies and procedures for acquiring real property (including GFH) by lease, purchase, or condemnation; it provides guidance on obtaining delegations of leasing authority from GSA, and it imposes limitations on the use of delegated authority.

⁸ The following is a true copy of the text of Section 320, Public Law 98-473: "Sec 320. Notwithstanding title 5 of the United States Code or any other provision of law, after September 30, 1984, rents and charges collected by payroll deduction or otherwise for the use or occupancy of quarters of agencies funded by this Act shall thereafter be deposited in a special fund in each agency, to remain available until expended, for the maintenance and operation of the quarters of that agency: *Provided*. That for the fiscal year ending September 30, 1985, and each fiscal year thereafter, such amounts as may be collected may be expended in the agency unit or subunit (e.g. Park, refuge, hatchery, Forest, Agency office, School, Service unit, hospital, clinic, etc.) where the funds are collected: *Provided further*. That up to 10 per centum of funds collected in such unit may be transferred to another unit within the same agency."

⁹ Section 320 also required that 90 percent of the monies collected must be spent at the unit (installation) in which the housing units were located; however, this limitation was rescinded by Public Law 100-446, Section 316. (The following is a true copy of the text of Section 316, Public Law 100-446: "Sec. 316. Section 320 of Public Law 98-473 (98 Stat. 1874), is amended by deleting the colon and all that follows the words "quarters of that agency" and inserting a period (.) In place of the colon.")

¹⁰ While OMB Circulars A-11 and A-45 establish policies regarding construction of housing, the principles set forth in these Circulars must also be satisfied prior to acquiring additional or replacement housing (see also paragraph 3.1.2).

¹¹ Because the policies of OMB Circular A-25 are not compatible with those of OMB Circular A-45, relative to rental rate establishment, a separate set of procedures must be employed when public rental is contemplated. Refer to Paragraph 3.2.3D for additional guidance.

¹² Policies covering rental to the public are provided in OMB Circular A-25.

¹³ The FMR has been codified at 41 CFR 101 and 41 CFR 102. Copies may be obtained from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

- C. [41 CFR 101-19.003-6\(a\)](#), Construction and Alteration of Public Buildings excludes housing and residential projects from the "public building" definition. This is important as FMR provisions relating to conduct while on Federal property ([41 CFR 101-20.3](#)) do not apply to housing. Instead, bureaus are guided by this Handbook, and bureau regulations pertaining to restrictions associated with occupancy of GFH.
- D. [41 CFR 101-47](#), Utilization and Disposal of Real Property establishes the requirement for annual surveys of real property; and the procedures and forms for reporting unused, or underused, real and related personal property to GSA for disposal. This Part also establishes the responsibilities of the holding agency during the disposal process; the rules pertaining to transfers of real property among Federal agencies; and the process for granting rights for non-Federal interim use of excess and surplus real property. 41 CFR 101-47.203-6 provides that prefabricated movable structures (Butler-type structures, Quonset huts and house trailers, with or without undercarriages) and related personal property may be disposed of as personal property.
- E. [41 CFR 114-51](#), Government-Furnished Quarters establishes that DOI housing management regulations are prescribed in 400 Departmental Manual (DM), Department of the Interior Housing Management Handbook.

2.5 Authority. [5 U.S.C. 5911\(f\)](#), Employees in U.S. Government Quarters and Facilities, delegates to the head of each Agency the authority to prescribe and issue regulations pertaining to management of housing and conveniences, consistent with controlling legislation and executive regulations (OMB Circulars, FMR, etc). The Secretary of the Interior has in turn delegated authority to each program Assistant Secretary to carry out housing management activities. Some of these may be re-delegated in accordance with 205 DM 10.1. To ensure that proper management control is exercised, certain authorities may not be re-delegated below the level of bureau head or regional director.

2.6 Additional Property Management Regulations.

- A. Department of the Interior Property Management Directive [IPMD 114-60](#) establishes the responsibilities of "cognizant employees", and the guidelines to be followed incident to loss or damage to personal property. The provisions of IPMD 114-60.8 will be followed whenever Government housing or conveniences (furnishings, appliances, etc.) have been damaged, destroyed or lost.
- B. Temporary regulations are issued when time is limited, and the regulation is not of a permanent nature, or is subject to frequent revision. Each temporary regulation not subject to frequent change will have an established expiration date or be scheduled for conversion to a permanent regulation.
- C. Interior [Real Property and Financial Management Guide](#) provides implementing guidance for the U.S. Department of the Interior Real Property Financial Management Policy (RPFMP), as amended in June 2003. (The original policy was issued April 30, 2003.)
- D. Interior [Real Property and Financial Management Policy](#) provides the Department of the Interior's real property accounting policies and procedures developed in accordance with Federal Management Regulations and Statements of Federal Financial Accounting Standards. These policies are provided to ensure effective financial control over DOI owned and leased real property.

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

CHAPTER 3
HOUSING OPERATIONS

- 3.1 Introduction
 - 3.1.1 Policy
 - 3.1.2 Justification for Additional or Replacement Housing
 - 3.1.3 Establishment of New or Replacement Housing
 - 3.1.4 Retention of Housing
 - 3.1.5 Disposal of Housing
 - 3.1.6 Accessibility of Housing
- 3.2 Use of Housing by Non-Bureau/Office Tenants
 - 3.2.1 Scope
 - 3.2.2 Interim Use of Non-Excess and Excess Housing by Other Interior Bureaus/Offices or Federal Agencies
 - 3.2.3 Interim Use of Non-Excess and Excess Housing by Non-Federal Tenants
- 3.3 Government-Provided Furnishings
 - 3.3.1 Scope
 - 3.3.2 Policy
 - 3.3.3 Selection of Furnishings
 - 3.3.4 Guidelines for Determining Furniture Requirements
- 3.4 Maintenance of Housing
 - 3.4.1 Policy
 - 3.4.2 Housing Maintenance Responsibilities
 - 3.4.3 Maintenance Priorities
- 3.5 Assigning and Vacating Housing
 - 3.5.1 Assignment of Housing
 - 3.5.2 Assignment Records
 - 3.5.3 Reassignment of Housing
 - 3.5.4 Vacating Housing
- 3.6 Historic Structures Used as Housing
 - 3.6.1 Definitions
 - 3.6.2 Background
 - 3.6.3 Use of Historic Buildings as Housing

- 3.6.4 Procedures
- 3.6.5 Additional References
- 3.7 Interagency Quarters Management Database
 - 3.7.1 Introduction
 - 3.7.2 QMIS Database Structure
 - 3.7.3 Uses of the Interagency Quarters Management Database
 - 3.7.4 Responsibilities
- 3.8 Evictions
 - 3.8.1 General
 - 3.8.2 Eviction Authority
 - 3.8.3 Location of GFH
 - 3.8.4 Quarters Assignment Agreement
 - 3.8.5 Eviction Process
 - 3.8.6 Appeal Rights Related to Evictions

3.1 Introduction

3.1.1 Policy. The cost to the Government of acquiring, constructing, operating, maintaining, managing and disposing of GFH typically far exceeds the value of rental receipts collected. For this reason, new or replacement GFH will not be provided unless it has been determined by the appropriate program Assistant Secretary¹⁴ that the GFH is essential to the accomplishment of a bureau's/office's mission, sustainable, and energy efficient. Further, the need to construct, retain or acquire additional GFH (including replacement units) is limited to circumstances where it is determined that 1) the employees must live at the station to provide necessary service or protection, or 2) adequate housing is not available in the local commuting area. Only GFH units that have been approved by the appropriate program Assistant Secretary or his designee may be assigned to Government employees, contractors, volunteers, seasonals, and concessionaires. Individuals can only occupy GFH units that exist in the QMIS inventory. Housing must remain in the QMIS inventory as long as it is occupied or a future need is identified.

3.1.2 Justification for Additional or Replacement Housing. [OMB Circulars A-11](#) and [A-45](#) establish the policies, justifications, requirements and restrictions associated with the construction of GFH. Although these Circulars do not address other means of establishing GFH,¹⁵ the provisions of these Circulars will be applied, as prescribed below, regardless of the method contemplated for establishing new or replacement GFH.

- A. A Housing Requirements Analysis (HRA) will be conducted to ascertain the need for proposed additional or replacement GFH. Where two or more additional or replacement GFH units are contemplated at a specific housing site within an installation, the HRA may include all of the GFH at the site. Although no specific form or format is prescribed, the HRA should contain, as a minimum, the following information:

¹⁴ Or by the head of the bureau/office or regional/area director if the authority has been re-delegated pursuant to 205 DM 10.1C.

¹⁵ Such as leasing or purchasing GFH; obtaining excess quarters from GSA; or obtaining quarters by permit from other bureaus/offices or Federal agencies.

- (1) The number of employees, by position, title, series and grade for whom the housing would be provided¹⁶.
- (2) The duties and services to be performed by each employee for whom housing is proposed.
- (3) A conclusive demonstration that necessary service and protection of property can only be rendered if the individuals with the specified duties are housed at the designated duty station/housing site. This determination is typically made on the basis that key employees may be needed (on-call or standby) regardless of the time of day (service and protection of property are responsibilities that are augmented by onsite housing). In these circumstances, the HRA should specify how these functions will be performed during the significant temporary absences (annual leave, temporary duty, etc. exceeding 30 days) of persons in positions for which the housing is intended.
- (4) A statement that housing is not available, currently or prospectively, at the designated housing site. If housing (Government or private) is present at the housing site, the HRA should explain why available housing cannot be used to meet the requirement. If other personnel are presently housed at the designated site, the HRA should explain why those individuals are unable to provide the necessary services or property protection, or alternatively, why they cannot vacate the housing to provide the housing to the individuals for whom the proposed additional or replacement housing is intended.
- (5) A description of the Government and local housing market (if any) available within 30 road miles of the designated housing site; and a supported finding that the available supply (present and prospective) will not meet the necessary housing requirements. The HRA will consider private housing available for sale and for rent; except that in situations where it is the practice of the bureau/office to rotate the designated personnel between duty stations at intervals of three years or less, only rental housing need be considered available. In such situations, the HRA should establish that the personnel rotation system is reasonable and contributes to the effective prosecution of the program. Insufficiency or inadequacy of the housing supply¹⁷ will be demonstrated in the HRA by a showing that one or more of the following conditions exist and are likely to be of extended duration:
 - (a) Housing cannot be located through realtors or advertisement.
 - (b) Available housing is substandard by reasons of design, construction or location.
 - (c) Available housing, because of size, is considerably more costly than employees can afford.

¹⁶ Where housing will be provided for supporting non-Federal tenants (i.e., concessionaires, contractors, teachers, magistrates, State highway patrols (as applicable), volunteers, scientists and other supporting non-Federal tenants), include their position title and other known identifying information.

¹⁷ Mobile homes and trailers are not automatically considered substandard, although there may be increased costs associated with maintenance on these housing units. Bureaus/Offices should consider minimizing the use of these for housing units depending upon the location, availability of maintenance funds, etc.

- (d) Employees subject to rotation cannot obtain leases permitting them to vacate on 30 days notice, at prevailing rental rates¹⁸.
- (6) Following guidelines prescribed in [OMB Circular A-45](#), the HRA should determine the:
- (a) Numbers and sizes of the families to be housed;
 - (b) Numbers and types of dwellings to be established (houses, apartments, mobile homes, etc.);
 - (c) Design standards, configuration, size and number of rooms of each proposed GFH unit; and
 - (d) Relationship between the prospective rental charge and the employee's ability to pay¹⁹.
- (7) Because of the high cost of operation and maintenance, and the relatively low rental revenue associated with mobile homes, mobile homes will not be used to meet new or replacement housing requirements, unless there is no reasonable or economic alternative. The proposed use of mobile homes will be fully supported and justified in the HRA.
- (8) The name, organization, address and telephone number of each person contacted during the conduct of the HRA.
- (9) The signature, and typewritten name and title of the person preparing the HRA, and the date the HRA was prepared.
- (10) Additionally, the HRA should note, as appropriate, information relative to the following issues:
- (a) How the bureau/office will operate and maintain the new/replacement housing units;
 - (b) How the maintenance and operations of the housing units is cost-effective;
 - (c) How the new/replacement housing unit will affect the bureau/office maintenance backlog;
 - (d) How the bureau/office will fund the maintenance; and
 - (e) How the bureau/office asset management planning was used in determining the need for the replacement/new housing units.
- B. A Justification for New or Replacement Quarters ([Form DI 1871](#)) should be prepared and submitted to the bureau/office approving official as prescribed in 205 DM 10.1C. The appropriate HRA(s), along with any additional supporting justification, should

¹⁸ Seasonal employees fall under this section as they cannot typically obtain short term leases.

¹⁹ The type of dwellings will also be governed by the amount of rent that the occupants can afford to pay as determined in accordance with OMB Circular A-45. Hence, care must be taken to ensure that dwellings would rent at rates within the reach of employees to be housed. While bureaus/offices cannot always determine the grades of the occupants, there is a normal range of grades for the personnel who are required or permitted to occupy Government housing on the station. The minimum size for the number of bedrooms needed should be provided for those in the lowest grades in order that the housing may not be more expensive than the occupants could be expected to rent if they were securing their own quarters commercially. Larger quarters may be provided for progressively higher grades.

accompany the Form DI 1871 through the review and approval cycle. Following approval of additional or replacement housing by the program Assistant Secretary or bureau/office head (if delegated authority), a copy of the approved Form DI 1871, the HRA, and other supporting documentation should be provided to the DOI Housing Program Manager. Copies of approved requests should be retained by bureau/office national, regional and installation housing offices²⁰.

3.1.3 Establishment of New or Replacement Housing. Following the justification of new or replacement housing, bureaus/offices will comply with the procedures below when establishing the new/replacement housing:

- A. Bureaus/offices will fulfill the need for new or replacement housing, 1) by utilizing housing that may be offered by other Interior bureaus/offices, and 2) by utilizing housing reported as excess by other Federal agencies to GSA²¹.
- B. If housing units are not available under paragraph 4.1.3A above, bureaus/offices may establish housing by one of the following methods:
 - (1) Leasing. Leased housing may be provided if funds are available for this purpose²².
 - (2) Purchase. Bureaus/offices may acquire housing through purchase if funds are available for this purpose.²³
 - (3) Construction. Construction of housing may be undertaken at a given location only when specifically authorized through the normal budgetary process.

3.1.4 Retention of Housing. In compliance with the intent of [5 U.S.C 5911](#), [OMB Circulars A-11](#) and [A-45](#), it is DOI policy to promptly dispose of any GFH unit not essential to accomplishment of a bureau's/office's mission as detailed in DM 422. Assets should not be retained for use as GFH merely because they are available²⁴. Bureaus/Offices will take the following measures to minimize retention of unneeded housing:

- A. Bureaus/Offices should avoid the acquisition of land containing residential housing unless the *land* is required for program mission purposes.
- B. As directed by 41 CFR 101-47.201-2 and DM 422, each bureau/office having jurisdiction over real property will survey all of its real property, including GFH, at

²⁰ Bureaus/Offices are required to submit an HRA any time new units are added to an existing set of housing units on an installation.

²¹ When requesting space from GSA, bureaus/offices may utilize the Request for Space, Standard Form 81 or include all information contained in it to document space requirements.

²² However, it must be kept in mind that where housing is available for lease on the private market, it would be almost impossible to find that circumstances warranted the provision of leased housing, except to satisfy a short-term need. Under 41 CFR 101-18.1, the leasing function must be performed by GSA, unless a bureau/office has delegated leasing authority through DOI from GSA.

²³ GSA will perform the transaction, unless the bureau/office has the authority, or unless GSA has delegated the authority to the bureau/office.

²⁴ Unneeded housing acquired in conjunction with land acquisition programs is particularly susceptible to unjustified retention. Unneeded housing may also result from a growth in the housing supply in a nearby community; changes in bureau/office program objectives with attendant reductions in total staff or required occupants; or improved commuting conditions.

least once each year to determine which holdings, or portions thereof, are no longer needed to support DOI programs.

- C. For housing units no longer needed and considered excess, bureaus and offices may consider various options of removal, sale, and leasing. Housing identified as excess will be disposed of in accordance with 41 CFR, 101-47. A Report of Survey (Form DI 103) is required on all dispositions to ensure that the proposed action is appropriate. In addition, the provisions of the Stewart B. McKinney Homeless Assistance Act, as outlined in 42 U.S.C., 45 CFR, Part 12a, and 41 CFR, 101.47.901 need to be addressed. Where there is a question of health and safety, the unit must be disposed of; it cannot be sold. Rental income may be used to dispose of housing.
- D. Before historic structures can be physically removed, compliance with Section 106 of the National Historic Preservation Act, as amended, is required.
- E. Housing may be retained by a bureau/office only if one of the following conditions is met.
 - (1) Housing Currently Utilized. In this situation, the housing units are 1) currently being used for the provision of service or the protection of property, and should be retained until no longer needed for the provision of service or protection of property or 2) in isolated areas where no housing market is available within the criteria set forth in OMB Circular A-45.
 - (2) Non-excess Housing. In this situation, the housing units are not currently required for the provision of service or the protection of property²⁵. However, there is a definite or probable future need for the housing for the provision of service or protection of property. The known or future need for such housing will be documented, and the housing may be retained²⁶.
- F. Annually, in concert with the Annual Housing Inventory, bureau/office National Housing Officers will conduct an HRA on all existing housing units. Documentation of this analysis will be maintained at the bureau/office level. This annual requirement is in support of [Executive Order 13327](#), Federal Real Property Asset Management, which, in part, directs agencies to develop and implement asset management plans along with real property performance measures to promote the efficient and economical use of real property assets and to assure management accountability.

3.1.5 Disposal of Housing.

- A. **Disposal Criteria.** Housing units in the following situations will be regarded as unneeded, and the holding bureau/office will promptly dispose of them in accordance with the guidance found in Chapters 1-4 DM 422²⁷:

²⁵ Even though they may be occupied by employees who are not required occupants or by other authorized individuals.

²⁶ However, if after one year, the quarters are not utilized by the holding bureau/office for the provision of service or protection of property, they will be disposed of or re-justified. Re-justification (following the procedures in paragraph 3.1.2) will be accomplished annually during periods when such quarters are not being utilized for provision of service or protection of property. The justification to retain such quarters will be approved by the bureau/office National Housing Officer.

²⁷ Chapters 1-4 DM 422 contain the official DOI policies and procedures for all disposition actions.

- (1) Housing units not currently utilized for the provision of service or protection of property, and for which there is no foreseeable future need for provision of service or protection of property.
- (2) Non-excess housing units described in paragraph 3.1.4E (2) that have not been justified and approved for retention.
- (3) Housing units used by another DOI bureau/office or Federal Agency under a permit, but which have not been justified as having a definite or probable future need for provision of service or protection of property²⁸.
- (4) Housing units leased to non-Federal tenants, but which have not been justified as having a definite or possible future use for provision of service or protection of property²⁹.
- (5) Housing units presently used for the provision of service or protection of property, but which are located within ten (10) one-way road miles of an established community will be disposed of unless re-justified following the provisions of paragraph 3.1.4. Thereafter, such Housing will be re-justified every two years, or until disposed.

B. **Disposal Procedures.** Bureaus/Offices will promptly dispose of unneeded and obsolete GFH units, following procedures in [41 CFR 101-47](#), DM 422, and bureau/office policies and procedures³⁰. Copies of documentation incident to the circularization and excess processes will be provided to the holding bureau's/office's headquarters and appropriate regional offices. The installation name and the housing unit number will be entered on all disposal documents.

- (1) When it is determined by the holding bureau/office that housing units are no longer needed by the holding bureau/office for the provision of service or protection of property, the availability of the housing will be circulated and offered to other DOI bureaus/offices and offices (see DM 422). Transfers of available housing to other Interior bureaus/offices will be made without an exchange of funds except as provided in DM 422. If the circularization process does not result in a transfer of housing to another DOI bureau/office, the holding bureau/office will determine that the housing units are excess to the needs of DOI, and will report the housing as excess property to GSA³¹ on a Report of Excess Real Property, Standard Form 118, and accompanying Standard Forms 118a, 118b and 118c (see 41 CFR 101-47.202-2).
- (2) In accordance with 41 CFR 101-47.203-6, prefabricated movable structures, such as Butler-type structures, Quonset huts, mobile homes (with or without

²⁸ Such quarters will not be retained by the holding bureau/office solely on the basis that they are occupied by rent-paying tenants. Instead, the quarters will be conveyed to the permittee bureau/office or agency by formal transfer of accountability, or disposed of otherwise.

²⁹ Such quarters will not be retained solely on the basis that they are occupied by rent-paying tenants.

³⁰ Bureaus/Offices disposing of housing units that have associated equipment used to maintain the property (e.g. tractors, mowers, etc.) may transfer the equipment at the same time. Transferring or disposing of any capitalized equipment should be done using personal property procedures.

³¹ Bureaus/Offices will follow the provisions of the McKinney Act Title V Health and Urban Development before disposition, unless such requirements do not apply to the bureau/office as written in other statutes.

undercarriages), travel trailers and houseboats may be disposed of as personal property.

- (3) Bureaus/offices with specific statutory authority to dispose of housing using procedures different from those described above, may dispose of housing in accordance with special authorities. An example of special disposal authority is [25 U.S.C. 443\(a\)](#), under which the Bureau of Indian Affairs may convey certain buildings to Indian tribes.

3.1.6 Accessibility of Housing. Federal law requires that visitors and employees with disabilities have access to the same services and opportunities provided to all other visitors and employees. These requirements include the provision of accessible housing.

A. New Construction.

- (1) The basic requirement for single family homes, multi-plexed units, apartments and dormitories is that at least one of each type of new housing construction (on a given housing area basis) will be designed and built to be accessible. At least 5 percent, but not less than one unit, of the total number of units will provide mobility features for mobility impaired individuals. Also, at least two percent, but no less than one unit, of the total number of units will provide communication features for individuals with hearing or vision impairments.
- (2) In addition, design and construction of multifamily housing must comply with requirements of the *Fair Housing Act* which directs:
 - (a) Public use and common use portions of such housing units are readily accessible to and usable by handicapped individuals;
 - (b) All the doors are designed to allow passage into and within the housing unit, and are sufficiently wide to allow passage by handicapped individuals in wheelchairs; and
 - (c) All premises within such housing contain the following features of adaptive design:
 1. An accessible route into and through the housing;
 2. Light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
 3. Reinforcements in bathrooms walls to allow later installation of grab bars; and
 4. Usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space.

B. Rehabilitation/Alteration. Whenever rehabilitation/alteration of existing housing units modifies the physical structure, including essential features, and/or common areas, those modifications should also consider the additional renovations necessary to help accomplish the accessibility requirements for the entire housing area.

C. Reasonable Accommodation. When a family member requires an accessible feature or modification to accommodate a disability, field organizations must provide such

feature or modification unless doing so would result in a financial or administrative burden. If providing a requested modification would result in a financial or administrative burden, the organization is required to take any other action that would not result in an undue burden. Field organizations are required to make reasonable adjustments to their rules, policies, practices and procedures in order to enable a tenant or resident with a disability to have an equal opportunity to use and enjoy the unit, the common areas, or participate in or access other activities conducted/sponsored by the field organization. For example, a field organization that does not allow residents to have pets must modify its policies and allow a tenant with a disability to have an assistive animal if the animal is needed as a reasonable accommodation. All requests for reasonable accommodations must be addressed to the field manager in writing. Field organizations should consult their Servicing Personnel Office for process information.

- D. **Visit-ability.** Although not a requirement, it is recommended that all design, construction and rehabilitation incorporate, whenever practical, the concept of “visit-ability.” Visit-ability is a design concept that enhances the ability of individuals with disabilities to interact with their neighbors, friends and associates in the community. Visit-ability expands the availability of housing options for individuals who may not require full accessibility. It will assist in making reasonable accommodations and reduce, in some cases, the need for transfers when individuals become disabled in place.
- E. **Legal Requirements.** Specific requirements for federally-funded leased housing units are listed in Sections 233 through 233.3.5 of the Americans with Disabilities Act and Architectural Barriers Act Accessibility Guidelines. Section 233 is not a stand-alone section, and facilities are required to comply with the entire document. Additional requirements are also identified in the DOI Regulation for Section 504 of the Rehabilitation Act, 43 CFR 17.501-17.570, entitled Enforcement of Nondiscrimination on the Basis of Disability in Department of the Interior Programs. It is the combination of these two legal documents that provided a complete picture of what needs to be addressed.

3.2 Use of Housing by Non-Bureau/Office Tenants

- 3.2.1 **Scope.** The provisions in this paragraph apply to the interim use of housing by other DOI bureaus/offices, by other Federal agencies, and by non-Federal tenants, during periods of temporary non-utilization, and pending disposal by GSA. These provisions are not applicable in situations where housing units are made available to a non-Federal entity incident to the lease of an installation, such as when housing units are included in the lease of a fish hatchery (and associated property) to a state on a long term basis. Housing units that are in obsolete condition will not be made available to non-bureau/office occupants. Contractors will be considered bureau/office employees in determining interim use of non-excess and excess housing.
- 3.2.2 **Interim Use of Non-Excess and Excess Housing by Other Interior Bureaus/Offices or Other Federal Agencies.** Subject to the following provisions, bureaus/offices may allow temporary occupancy of vacant, non-excess and excess housing by other Interior bureaus/offices or other Federal Agencies:

- A. **Permits.** Non-excess housing (as defined in this Handbook) and excess or surplus housing reported to GSA may be made available for interim use under permits to other Interior bureaus/offices or Federal agencies (see [41 CFR 102-75.240](#)).
- B. **Approval.**
- (1) **Non-Excess Housing.** All permits will be approved and signed at the regional office level. GSA approval is not required when permitting non-excess housing to another DOI bureau/office (see [41 CFR 101-47.203-1](#)). However, GSA approval must be obtained prior to permitting GFH to a non-DOI Federal Agency, unless the holding bureau/office has specific authority to permit real property to another Federal Agency ([41 CFR 101-47.802\(a\)\(3\)\(i\)](#)).
 - (2) **Excess Housing.** All requests to permit excess housing must be approved at the regional office level. Since excess housing units are under GSA control, GSA approval must be obtained prior to execution of the permit (see [41 CFR 101-47.203-8\(b\)](#)).
- C. **Documentation.**
- (1) **Non-Excess Housing.**
 - (a) **Permits to Other Interior Bureaus/Offices.** The minimum documentation requirements include evidence of a probable or known future need for the GFH unit by the holding bureau/office (see paragraph 3.1.4 E(2)); the regional office approval of a Permit for Use of Real Property by Federal Agency, Form GSA 1583; and a signed copy of the permit. If, at the end of the permit period, another permit is established, documentation for the current and all previous permits should be retained. Documentation will be maintained at the regional office and installation, with a copy provided to the bureau/office headquarters office.
 - (b) **Permits to Other Federal Agencies.** Where bureaus/offices have specific authority to permit GFH to another Federal Agency, the documentation requirements are the same as those in paragraph 3.2.2C(1)(a), above. Where bureaus/offices do not have specific authority to permit GFH to another Federal Agency, the documentation will include the necessary GSA approval (41 CFR 47.802(a)(3)(i) (B)), in addition to the requirements in paragraph 3.2.2C(1)(a), above. Documentation will be maintained by bureaus/offices at the installation, regional and national levels.
 - (2) **Excess Housing.** The minimum documentation requirements include the regional office approval to permit the GFH; GSA's approval to permit the GFH; a copy of the signed permit (Form GSA 1583); and other documentation which GSA may require. The bureau/office housing program officer

maintains these files. The DOI Housing Program Manager does not require a copy of the documentation for permitted excess housing.

- D. **Reimbursement.** Pursuant to [41 CFR 101-47.203-8\(b\)](#), the permittees or Federal Agency will reimburse the permitting (holding) bureau/office for the full rental value of each housing unit. The full rental value of housing permitted to another bureau/office or agency is determined by applying the provisions of OMB Circular A-45. Thus, the rent will consist of the Consumer Price Index-adjusted Monthly Base Rental Rate (CPI-MBRR), plus charges for Government-furnished related conveniences, minus applicable administrative adjustments. The authorizing bureau/office or agency will be responsible for rental collections from housing occupants.

3.2.3 Interim Use of Non-Excess and Excess Housing by Non-Federal Tenants. Subject to the conditions and limitations in this paragraph, bureaus/offices may allow temporary occupancy of vacant, non-excess and excess housing by non-Federal tenants. Bureaus/Offices will first determine that no other bureau/office or Federal Agency has an interim need for the housing unit. When housing units are leased to non-Federal tenants (general public), a Revocable License for Non-Federal Use of Real Property (GSA Form 1582) is the instrument used to grant temporary occupancy. Housing may be licensed and leased to non-Federal tenants only during interim periods pending future use by the holding bureau/office, or pending disposal by GSA. Interim use of housing by non-Federal tenants will be subject to the following provisions:

- A. **General Provisions.** Non-Federal tenants include members of the general public and concessionaire employees.³² (Contractors who are in direct support of the bureau/office mission are to be considered Federal tenants in terms of interim use.)
- B. **Approval.**
- (1) **Non-Excess Housing**³³. Bureaus/Offices may grant rights for non-Federal interim use of non-excess housing when it is determined that such non-excess housing is not required for the short term needs of the bureau/office and when the use will not conflict with future planned use of the housing. GSA does not need to approve this provision of housing.

³² A former employee (or the family of a deceased employee), who continues to occupy housing for a period of up to 60 days following the separation or the death of the employee is still considered a Federal tenant and will pay rental charges established pursuant to [OMB Circular A-45](#). A former employee (or the family of a deceased employee), who continues to occupy housing for a period of more than 60 days, will still be regarded as a Federal tenant, if the continued occupancy is related to extenuating circumstances (sickness or death), and if the continued occupancy is approved at the regional office level. In the absence of extenuating circumstances, a former employee (or the family of a deceased employee), who continues to occupy housing beyond 60 days of the separation or death of the employee, will be considered to be a non-Federal tenant, unless continued occupancy is directly related to performance of a contract, memorandum of understanding, or other formal agreement with the bureau/office, another cooperating Federal or state agency, or with a contractor providing services or supplies to the managing bureau/office. Employees in the Military Reserve, who are called to active military duty, will be regarded as Federal tenants. Where such employees, or their families, continue to occupy GFH, they will continue to pay rental charges established pursuant to [OMB Circular A-45](#).

³³ See definition of non-excess housing.

- (2) **Excess Housing**³⁴. Bureaus/Offices, upon approval from GSA, may grant rights for non-Federal interim use of excess housing reported to GSA, when it is determined such excess housing is not required for the needs of any Federal Agency and when the interim use will not impair the ability to dispose of the housing (41 CFR 102-75.245).

C. **Documentation.**

- (1) **Revocable License.** [GSA Form 1582](#) is the revocable license to be used for all leases of excess and non-excess GFH units to non-Federal tenants. Issuance of a revocable license is in addition to the other documentation requirements set forth in paragraphs 4.3C (2) and (3), below. The "General Conditions" appearing in the license are prescribed by GSA and will be updated as necessary. When GSA is involved in the licensing process, the actual license/format used may vary somewhat to comply with additional GSA requirements. Other terms and conditions deemed essential by bureaus/offices to protect the Government's interests may be incorporated by adding them to the "special conditions" block provided in the [GSA Form 1582](#) following paragraph E to the "Terms and Conditions" portion of the license.
- (2) **Non-Excess Housing.** The minimum documentation requirements include evidence of a probable or known future need for the GFH by the holding bureau/office (paragraph 3.1.4E(2)); the written approval of the program Assistant Secretary and (where necessary) GSA; a signed copy of the [GSA Form 1582](#); Quarters Occupancy/Vacancy Inspection Form ([Form DI 1879](#)); Rent Computation Schedule ([Form DI 1880](#)); Notice of Rental Adjustment ([Form DI 1882](#)); and Quarters Assignment Agreement ([Form DI 1881](#)). The revocable license will be incorporated into the Quarters Assignment Agreement by adding the following statement to the "Other Conditions" section of the [Form DI 1881](#):

"The attached revocable license is made a part of this agreement."

- (3) **Excess Housing.** The minimum documentation requirements include the written approval of the program Assistant Secretary and GSA; a signed copy of the [GSA Form 1582](#) issued by the bureau/office or by GSA; Quarters Occupancy/Vacation Inspection Form ([Form DI 1879](#)); Rent Computation Schedule ([Form DI 1880](#)); Notice of Rental Adjustment ([Form DI 1882](#)); and Quarters Assignment Agreement ([Form DI 1881](#)). The revocable license will be incorporated into the Quarters Assignment Agreement by adding the following statement to the "Other Conditions" section of the [Form DI 1881](#):

"The attached revocable license is made a part of this agreement."

- (4) **Retention and Distribution of Documents.** Full documentation will be maintained at the installation and Regional Office; copies of the revocable license will be provided to the bureau/office National Housing Officer and the DOI Housing Program Manager. If, at the end of the license period, another

³⁴ See definition of excess housing.

license is established, documentation for the current and all previous licenses should be retained.

- D. **Rental Charges.** When housing units are rented to non-Federal tenants, the holding bureau/office is responsible for establishing and collecting the rental charges. Rental charges to non-Federal tenants will be established in accordance with OMB Circular A-25, Revised. As contrasted with OMB Circular A-45, which prescribes the establishment of a "reasonable value" rent, OMB Circular A-25 requires the establishment of a "fair market" rent, when renting to non-Federal tenants. Fair market rental charges will be established as follows.
- (1) **Survey Method.** Where regional surveys are used, the rent will consist of the CPI-MBRR plus charges for all Government-furnished related conveniences (utilities, appliances, furnishings, services, etc.). The adjustments in paragraph 4.2.3 and paragraph 4.3 are not allowed; however, bureaus/offices may offset from the rent the amount of possessory interest tax (if any) actually paid by non-Federal tenants. The base rental rate and charges for related conveniences will be affirmed or adjusted annually as prescribed by OMB Circular A-45; however, incremental implementation of rental adjustments in excess of 25 percent and or \$100 (see paragraph 4.5.7) is not authorized for non-Federal tenants.
 - (2) **Appraisals.** Where appraisals are used, they will be conducted by appraisers who have been certified in accordance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989. Appraisals will be fully documented; and approved by a certified review appraiser. The appraisal will establish the fair market rental value, taking into consideration all relevant factors, including the imposition of special terms and conditions required by the Government. The appraisal will also establish the market value (including all taxes, surcharges and delivery charges) of related conveniences (utilities, furnishings, appliances, services, etc.) provided by the Government. The adjustments in paragraph 4.2.3 and paragraph 4.3 are not allowed; however, bureaus/offices may offset from the rent the amount of possessory interest tax (if any) actually paid by non-Federal tenants. The fair market value rental rate and charges for related conveniences will be affirmed or adjusted annually as prescribed by OMB Circular A-45; however, quarterly incremental implementation of rental adjustments in excess of 25 percent and or \$100 (see paragraph 4.5.7) is not authorized for non-Federal tenants.
- E. **Deposits.** It is customary in the private sector for landlords to require advance rental payments and security/damage deposits. OMB Circular A-25 requires that the charges for real property reflect the fair market value, and that they be in accordance with commercial practices. Bureaus/Offices are authorized to collect and hold, until housing has been vacated, an amount equal to two months' rental charges (including charges for related conveniences) as a condition of occupancy. These amounts are in addition to the tenant's monthly rental payments. These funds, less amounts due the Government for unpaid rental charges and for damage to the GFH unit and/or contents, will be refunded when the housing has been vacated.

3.3 Government-Provided Furnishings

3.3.1 Scope. This chapter sets forth the policies and criteria governing the provision of furnishings in GFH.

3.3.2 Policy. Bureaus/Offices will provide furnishings in GFH in accordance with the following criteria.

- A. **Restricted Furnishings.** Unless otherwise authorized, bureaus/offices will not provide:
 - (1) Television sets, radios and other pleasurable, but unnecessary, items (except Government-provided radios, etc. required for official purposes).
 - (2) Other household effects as defined in this Handbook.
- B. Living space in all housing³⁵, except tents, will be provided with finished floors. Finished flooring may be carpeting, tile, sheet vinyl or linoleum, wood parquet or finished boards, but not painted or unpainted plywood, particle board or cement.
- C. Window covering (curtains, shades, blinds, drapes, etc.) will be provided for each window in living areas.
- D. Appliances normally associated with rental housing (washer, dryer, refrigerator, microwave, dishwasher, and range) may be provided in GFH. In making the determination as to what other appliances are to be provided, bureaus/offices will consider such factors as remoteness of the housing site, geographical location and climatic conditions. Bureaus/Offices will establish appropriate approval levels for determining what appliances will be provided at various locations.
- E. **Government-Furnished Housing.** GFH generally will be provided to employees unfurnished, except that:
 - (1) Bureaus/Offices may provide furnishings in GFH located in Alaska, Hawaii, Puerto Rico, and the Virgin Islands when determined to be advantageous to the Government.
 - (2) Bureaus/Offices may provide furnishings in GFH located in remote, highly inaccessible areas where transportation difficulties and periods of duty are such that it is more economical for the Government to provide furnishings. An example of this type of housing might be a ranger station, which is inaccessible to all or most motor transportation. However, mere remoteness from populous areas is not enough to justify provision of furnishings. The following costs will be considered in evaluating relative economies and the total thereof compared with the costs of packing, crating, transportation, and other costs of moving personally owned furnishings, which would be incurred if Government furnishings were not supplied.

³⁵ Unfinished basements are not considered living spaces and are not charged as such. Finished basements are considered living spaces and are charged as such.

- (a) Cost of new furnishings.
 - (b) Delivery costs of new furnishings.
 - (c) Storage costs of furnishings not in use.
 - (d) Cost of moving furnishings in and out of housing.
 - (e) Cost of repairing furnishings.
 - (f) Cost of storing furnishings owned by occupants of furnished housing (including related transportation costs) when such storage at Government expense is authorized by law.
 - (g) Cost of administering a "furnishings" program.
- (3) Bureaus/Offices may provide furnishings in GFH if necessary because the GFH occupant is required to accommodate or entertain visitors frequently as a part of his or her official duties.
 - (4) Bureaus/Offices may provide furnishings in GFH units that are normally occupied on a shared or short-term basis. These include transient and seasonal housing, tents and dormitories.
 - (5) Bureaus/Offices may provide furnishings in GFH when only specially designed or built-in furnishings can be used, as in mobile homes³⁶.
- F. **Reduction of Shipping Weight Allowance.** When furnishings are provided by the Government, bureaus/offices will restrict the weight allowances for transportation of household goods and personal effects. When the shipping allowance is restricted, the remaining household goods may be placed in storage at Government expense. In such cases, the amount shipped plus the amount stored will not be in excess of the amounts allowed in the Federal Travel Regulations.

3.3.3 Selection of Furnishings³⁷. The following criteria will be considered in the acquisition of furnishings to be provided in GFH. The acquisition of furniture or other household effects will be as prescribed in 41 CFR 101-26.505.

- A. Furnishings will be of good, durable basic quality and within price ranges suitable to the proposed housing. Furnishings will be of commercial types and grades which are compatible in quality and appearance with personally owned items. Furnishings will be in sound condition, safe operating order, and free of major surface or internal defects. Where the quality of Government-provided furniture in a particular room is substantially lower than the quality contemplated in this paragraph, that room will not be considered as being furnished by the Government.
- B. Furnishings should be appropriate for the climate and for the housing units to be furnished. The general styling and materials should be consistent with those in common use in the locality, insofar as practicable.

³⁶ See paragraph 3.1.2A (7) for discussion of utilization of mobile homes.

³⁷ Paragraph 3.4.2 (3) requires fire extinguishers, smoke detectors and carbon monoxide detectors be installed in each GFH unit.

- C. Consideration should be given to interchangeability, simplicity, adaptability to different room sizes and configurations, durability, ease of warehousing, maintenance, and general acceptability to persons of different tastes.

3.3.4 Guidelines for Determining Furniture Requirements. The tables below set forth guidelines to be used in determining the amounts of furniture to be provided in GFH. Where the Government provides substantially less (50 percent or less) furniture than is indicated below for a particular room, that room will not be considered as being furnished by the Government.

A. Houses, Duplexes, Triplexes, Townhouses, Multi-Room Apartments and Mobile Homes.

(1) Living room/area:

Sofa/couch (3-person capacity)	1
Armchairs (upholstered)	2
Coffee table	1
Occasional tables	2
Lamps (table or floor)	2

(2) Dining room/area:

Dining table with one leaf	1
End chairs (arm chair)	2
Side chairs	4
Side board/buffet with china cabinet	1

(3) Master bedroom:

Double bed frame	1
Mattress and box spring	1
Dresser with mirror	1
Chest of drawers	1
Night table	1
Table lamp	1

(4) Other bedroom:

Twin bed or double bed frame	1
Mattress and box spring	1
Dresser	1
Night table	1
Table lamp	1

B. Efficiency Apartment, Travel Trailer, Transient Housing.

Sofa bed (2-person capacity)	1
End table	1
Coffee table	1
Small (or drop-leaf) table	1
Side chair (no arms)	2
Dresser	1
Table or floor lamp	1

3.4 Maintenance of Housing.

3.4.1 Policy. It is the policy of the DOI that all occupants of GFH under the control of Interior bureaus/offices will be provided decent, safe, sanitary, and energy efficient housing. The guidelines in this chapter will be followed by each bureau/office responsible for GFH.

3.4.2 Housing Maintenance Responsibilities.

A. Government Responsibilities. Bureaus/Offices will ensure that all occupied housing is safe, decent, sanitary and energy efficient. Unauthorized alterations and improvements made by an occupant will become the property of the Government and unacceptable repairs and alterations may be charged back to the tenant. In meeting these responsibilities, bureaus/offices will be guided by the following requirements.

- (1) **Housing Codes.** Housing will be maintained at a level at least equal to the code requirements in the vicinity of the GFH. Bureau/Office maintenance and construction standards may be used if the standards equal or exceed the local code requirements.
- (2) **Meters.** As required by [OMB Circular A-45](#), meters (electricity, heating fuel and water) will be installed on all GFH units. In multi-unit dwellings, such as duplexes, triplexes, townhouses, row houses or apartments, each living unit will be individually metered. Buildings used as dormitories, bunkhouses or transient housing will be metered at the building level, but not at the living unit level. Tents need not be metered. Bureaus/Offices are responsible for ensuring that meters are installed, calibrated and in good operating condition. Exceptions to these requirements must be fully justified by the bureau/office, and approved by PAM.
- (3) **Fire Protection Devices.** Fire protection devices, such as smoke detectors and automatic sprinkler systems, as required by the Fire Administration Authorization Act of 1992 (Public Law 102-522) will be installed in all GFH. The number and locations of these devices will be as recommended by local fire fighting or safety officials or by International Building Code Standards. Bureaus/Offices will inspect these devices periodically, to ensure that they are in working condition.

- (4) **Housing Maintenance Inspections.** Each GFH unit will be inspected annually by facility/maintenance personnel to ensure that the housing is decent, safe, sanitary, and energy efficient; and to identify and correct maintenance deficiencies. Housing will be inspected before initial occupancy, and thereafter annually, or with a change in tenant, whichever occurs first. Housing which is no longer needed by a bureau/office for provision of service or protection of property will be inspected prior to making it available to another bureau/office, reporting it as excess to GSA, or issuing an interim use permit or revocable license. As the purpose of these inspections is to obtain information regarding the condition of the GFH and associated maintenance needs, bureaus/offices should develop appropriate inspection checklists for use during these inspections. Housing units will be managed in accordance with standard plans for inspection and maintenance activities. Tenants will be advised as far in advance as possible of these activities, but not less than 48 hours prior to the activities. In emergencies, only as much notice as possible will be given.
- (5) **Inventory and Rental Changes.** Following a housing maintenance inspection, or the completion of maintenance or alterations, it may be determined that the description of the GFH unit as it appears on the Government Quarters Inventory ([Form DI 1875](#)) does not agree with the actual appearance, condition or configuration of the GFH unit. In such cases, the local housing manager will revise the inventory to reflect the actual description of the subject GFH unit. The bureau/office rent setting office will be notified within 30 calendar days of the inventory changes. Where necessary, rental charges and charges for related conveniences will be recalculated to reflect the new GFH unit description. Revised rental charges will be effective 30 days³⁸ following notification of the occupant of the inventory and rental rate changes. Additional information concerning the Government Quarters Inventory may be found in Chapter 6.
- (6) **Periodic Maintenance.** Housing renovation, and installation or replacement of appliances, furnishings and fixtures are management actions and are not subject to prior tenant approval, even if the actions result in rental increases. While every effort should be made to avoid inconvenience to the tenants (i.e., scheduling maintenance, painting, carpet cleaning, etc., during periods of vacancy), tenants should be advised prior to occupancy that this may not always be possible.
- (7) **Relocation of Occupants.** Bureaus/Offices will make every effort to accomplish maintenance or renovation during periods of vacancy. However, where it is necessary to move employee occupants³⁹ of GFH to other GFH or to private sector housing (apartment or hotel⁴⁰) due to immediate required

³⁸ Some States require a 45-day notice prior to rental increases. Organizations must follow the State law on rental increases where the State law is more restrictive.

³⁹ This includes relocations due to natural disasters such as hurricanes, fires, etc.

⁴⁰ When a tenant is housed in a hotel while maintenance or repairs are being made, and where laundry and cooking facilities do not exist, the organization will reimburse the tenant up to the authorized meals and incidental expenses (M&IE) for the area; for

maintenance or major renovations to the GFH, the bureau/office may pay the cost of moving and/or storing the occupants' personal effects, as well as the cost of alternate private sector housing as administrative expenses of operating the installation. Under these circumstances, the relocated occupants continue to occupy GFH and will pay the rental charge applicable to the "new" housing unit, including any associated utility costs. The holding bureau/office will not pay the expenses of relocating occupants who are employees of other bureaus/offices or Federal agencies, using the GFH under permits issued by the holding bureau/office. Likewise, the holding bureau/office will not be liable for the expenses of relocating non-Federal entities occupying the GFH under a revocable license.

B. Housing Occupant Responsibilities. Occupants of GFH have the normal tenant responsibilities described below.

- (1) GFH occupants are responsible for minor maintenance of the housing and the grounds, such as yard upkeep, snow removal, and light bulb replacement. Occupants will also perform such activities as cleaning garages, storage areas, porches, steps, walkways, windows, inside walls, woodwork, floors, furniture, fixtures, appliances and similar household equipment. In addition, the GFH occupant will install seasonal items, such as storm doors, storm windows, screens, and screen doors.
- (2) GFH occupants will conduct periodic checks of fire protection devices (fire extinguishers, smoke detectors, etc.) to verify that they are in operating condition; inadequate units will be reported to the housing manager. This does not negate the responsibility of the housing manager to perform periodic checks on fire protection devices. Occupants are also responsible for replacing batteries in smoke detectors, as necessary.
- (3) GFH occupants will maintain the housing in a clean and sanitary condition, and will pay for damage beyond normal wear and tear.
- (4) GFH occupants should, at least annually, be provided a copy of the Government Quarters Inventory ([Form DI 1875](#)) to verify the accuracy of the description, condition and configuration of the housing unit. Any discrepancies will be reported to the installation housing manager. Occupants have the normal tenant responsibility to report all GFH deficiencies to the housing manager as soon as such deficiencies are identified.
- (5) While it is the responsibility of the tenant to verify the accuracy of the GFH inventory at least annually and to report any discrepancies as described above, bureaus/offices may find through their own inspections, reviews, investigations, etc., erroneous factual determinations with the GFH inventory. In such instances, credit for any overpayment will be made retroactively from the date of identification back to the effective date of the last rental increase without interest. Conversely, collection will be made for any underpayment

this reason hotels should be the last option the bureau/office uses for housing tenants during maintenance or renovation of their housing.

from the date of identification back to the effective date of the last rental increase. This only applies to tenants who still occupy the GFH in question and were overcharged or undercharged. Payment or collection will not be made for occupants whom the overpayment or underpayment may have affected but are no longer living in the GFH in question. In the event the inventory error can be determined to date back prior to the effective date of the latest rental adjustment no payment or collection will be extended past this latest rental adjustment date.

- (6) GFQ occupants are responsible for paying the cost of any item of maintenance or repair including labor and materials required as a result of tenant negligence, as detailed in paragraph 3.5.4E.

3.4.3 Maintenance Priorities. While unanticipated requirements must be satisfied on a day-to-day basis, bureaus/offices will establish housing maintenance plans, in which intermediate and long term maintenance needs are identified and programmed. Bureaus/Offices will incorporate the following priorities in their housing maintenance planning:

- A. **Priority #1 - Obsolete Housing.** DOI is committed to furnishing decent, safe, sanitary, and energy efficient housing to its employees. Housing units which have been classified as "obsolete" on the Government Quarters Inventory ([Form DI 1875](#)) are by definition not decent, safe or sanitary, and should not be used as housing. Where program essential housing units are classified as being obsolete⁴¹, the highest maintenance priority will be given to either repair, remodel or modernize the GFH units to meet local code requirements, or bureau/office standards (if bureau/office standards are more stringent than applicable building codes). Alternatively, obsolete GFH units should be replaced or disposed of in accordance with bureau/office program requirements and this Handbook.
 - (1) Whenever occupancy of obsolete housing is considered essential, approval by the appropriate program Assistant Secretary (or head of the bureau/office or regional/area director where authority has been delegated) will be obtained prior to occupancy.
 - (2) Interim use of obsolete housing will be dependent upon positive evidence of action to eliminate the deficiencies, or to replace the obsolete units. Occupancy of such units will not continue beyond one year from the date of determination of obsolete condition, unless the deficiencies are corrected.
 - (3) Employees, contractors, grantees and essential cooperators occupying obsolete housing will not pay rent for the use of such housing; however, they will be required to pay for utilities, services and related conveniences, which the Government may provide.
 - (4) Decisions concerning repair, rehabilitation or replacement of obsolete housing are property and maintenance management decisions, and are not subject to

⁴¹ Normally these would have Health and Safety deficiencies by definition. The only difference is that these housing units have been identified as program essential, requiring occupancy. Where program requirements require occupancy of an obsolete housing unit, these units have the highest maintenance priority since the mission would be compromised without the tenant present.

tenant approval, even where improvement or replacement results in rental rate increases.

- B. **Priority #2 - Health and Safety Deficiencies.** Housing units which have health and safety deficiencies, even though not inventoried as being in obsolete condition will be accorded the second level of maintenance priority. This includes rehabilitation to meet local codes.
- C. **Priority #3 - Energy Inefficient Housing⁴².** The third level of maintenance priority will be given to housing units which are so energy inefficient that the occupants are allowed an adjustment for excessive heating or cooling costs (see also paragraph 4.2.3).
- D. **Priority #4 - Housing in Poor Condition.** This maintenance category includes housing classified on the Government Quarters Inventory ([Form DI 1875](#)) as being in poor exterior and/or interior condition. **Also included in this category are housing units which have been inventoried as having minimal or no weatherproofing, even though the occupant may not be eligible for an adjustment for excessive heating or cooling costs.** The installation files for such housing will contain adequate documentation fully supporting the inventory determination. If the housing units are to be retained for three years or longer, a budget and maintenance schedule will be established to improve the level of insulation/weatherproofing to at least "adequate," and the condition to at least "fair."

3.5 Assigning and Vacating Housing.

3.5.1 Assignment of Housing.

- A. **Assignment Policy.** Each bureau/office having jurisdiction over GFH will develop and make known to its employees a housing assignment policy with implementing procedures appropriate to the number of housing units involved and the requirements of the bureau's/office's programs. The assignment policy should be in accordance with the provisions of this section of the Handbook. All assignments of housing will be made without regard to race, color, creed or national origin.
- B. **Required Occupants.**
 - (1) **Authority and Delegation.** [5 U.S.C. 5911\(e\)](#) provides that an agency may not require an employee to occupy housing unless the agency head determines that necessary service cannot be rendered, or that property of the Government cannot adequately be protected, otherwise. Within DOI, the authority to make the determination that an employee must occupy Government housing has been delegated to heads of bureaus/offices ([205 DM 10](#)) with authority to re-delegate, but not below the level of regional director.
 - (2) **Policy and Procedure.** The decision to require occupancy of GFH as a condition of employment is an agency determination - not an employee

⁴² Energy efficiency requirements can be found in Executive Order 13423, located at <http://www.whitehouse.gov/news/releases/2007/01/20070124-2.html> and Public Law 109-58, Energy Policy Act of 2005, at <http://www.doi.gov/iepa/EnergyPolicyActof2005.pdf>.

determination - which should be based upon the requirements of the program. Required occupancy may not be established solely to achieve a high GFH occupancy rate, or as a means of forcing efficient use of existing housing. It is the policy of DOI that employees will not be required to occupy GFH unless all of the following conditions are met:

- (a) Occupancy is required for the provision of necessary service or for the protection of life and property and employees cannot meet the designated response time by living in the local community.⁴³
- (b) Occupancy is required as a condition of employment, and is specified as a condition of employment in the job announcement, position description and the Notification of Personnel Action, SF-50.
- (c) Occupancy is required for the convenience of the employer - not the employee. That is, the requirement for occupancy of GFH will be associated with the need for and responsibilities of a particular position, rather than the personal preference of the individual who happens to encumber the position at the moment. Thus, where there is an historic pattern of alternating occupancy between "required" and "permitted," to accommodate the desires of the employee, occupancy will not be regarded as "required," since in such cases, occupancy is not for the convenience of the Government.

(3) **Examples of Types of Service and Protection Which May Require Occupancy of GFH.** Examples of circumstances under which occupancy of GFH units may be required for service or protection include the following:

- (a) The immediate availability of specific trained individuals is required to respond to emergencies, such as outbreak of fires, canal breaks, storm damage, etc.
- (b) The presence of a specifically designated work force is required during the frequent periods in winter when roads to refuges, reservations, parks, installations and construction projects are impassable.
- (c) Specifically designated and trained individuals are required to provide protection, guidance, information and aid to large numbers of the general public visiting Interior installations, and parks, particularly those arriving or remaining after business hours.
- (d) The continual availability of occupants in specifically designated positions is required to render services at all hours to the direct beneficiaries of Interior programs, e.g., Indian families on reservations, irrigation farmers on reclamation projects, etc.

(4) **Additional Considerations.** Other important elements in determining whether an occupant will be required to occupy GFH are below.

- (a) The normal and emergency responsibilities documented in the position description.

⁴³ Since required occupancy is based on emergency response, it is ill-advised to detail required occupants for an extended length of time. Offices should consider how the emergency response requirements will be met during the occupant's extended absence.

- (b) Documented requirements to perform essential duties outside normal working hours.
 - (c) Documented requirements to perform overtime or standby duty on a frequent basis.
 - (d) Response time if alternatively housed in a nearby community and the consequences of delayed response.
 - (e) Where duties are limited to certain specific times of the year, consideration should be given to staggering staff work hours.
- (5) **Minimum Response Time.** In lieu of requiring occupancy of Government housing, bureaus/offices may establish minimum response times, within which employees must be able to travel from their residences to the duty station when called to duty. Employees under minimum response time requirements may be provided Government housing, or they may obtain private housing; however, such employees, even if provided GFH, will not be regarded as required occupants.
- (6) **Requirement to Occupy Housing.** Each required occupant will occupy assigned GFH as the primary residence. (See the definition of a “primary residence.”) The employee does not satisfy the terms of required occupancy solely by paying rent on the assigned housing.
- (7) **Documentation.** All determinations of required occupancy must be in writing. The delegations of authority in [205 DM 10](#) reserve to the appropriate program Assistant Secretary, the head of the bureau/office or bureau/office regional/area directors, the determination of whether an employee must occupy GFH for the convenience of the Government and as a condition of employment, in order to provide necessary service or to protect life or property. These determinations will be based upon the justification and recommendations submitted in writing on Certification of Required Occupancy ([Form DI 1872](#)). Since required occupants may attempt to use the [Form DI 1872](#) as the basis for reducing their Federal tax liabilities, misrepresentations on the [Form DI 1872](#) could result in penalties imposed by the Internal Revenue Service (IRS). Since required occupancy is a condition of employment, the requirement to occupy GFH will also be included in the position description and job announcements for required occupancy positions; and on the SF-50. Each required occupant will be provided with a copy of the approved [Form DI 1872](#), the SF-50, and the Position Description. Copies of these documents should also be retained at the installation.
- (8) **Encumbered Positions.** Required occupancy should not be established while a position is encumbered (filled), unless justified by a serious and immediate need, and the affected incumbent agrees voluntarily to such a designation. In such cases, applicable changes will be made in the incumbent's position description, and written notice must be provided to the affected employee at least 30 days prior to the effective date of the required occupancy.

- (9) **Appeal of Required Occupancy Determination⁴⁴**. The managing Human Resources Office must notify affected employees in writing of required occupancy determinations affecting them, and inform tenants of rights to appeal such actions through proper Human Resources channels.
- (10) **IRS Requirements for Tax Exemption**. In accordance with 26 U.S.C. 119 (Internal Revenue Code), rental payments may be deductible from income earned and reported to the IRS. In addition to meeting the conditions of required occupancy, the GFH must also be located on Government premises. While it is possible to meet the requirements for required occupancy and **not** qualify for tax exemption, this is not true in all cases. GFH occupants who believe they meet the requirements for tax exemption are responsible for reading and understanding the applicable tax laws and providing sufficient documentation to the IRS. DOI is in no way responsible nor will be a party in defending any resulting audit the IRS may wish to conduct against the individual taxpayer. The occupant should also make arrangements with his/her bureau/office's Human Resources Office to record his/her tax exempt status in all applicable documents, files, and systems including the payroll system which will report earnings and rental payments on a Wage and Tax Statement, W-2.

C. **Permitted Occupants**. Bureaus/Offices may determine that it is in the best interest of the organization to allow, not require, employees, including contractors and essential cooperators to reside in approved GFH units. These positions are identified by management and are permitted occupants. Examples of circumstances under which occupancy of housing may be permitted for service or protection include the following:

- (1) Suitable private housing is unavailable within a reasonable commuting distance. Where the nearest established community is over 30 road miles distance one-way, or if less, not more than two hours per trip by automobile or public transportation, occupancy of GFH may be permitted to ensure availability of employees to meet the service or protection requirements⁴⁵.
- (2) All incumbents of specifically designated positions, or all occupants of specifically designated housing units, are permitted to occupy GFH in order to convey to potential malefactors (vandals, arsonists, poachers, thieves, out-of-season hunters, etc.) that people are living on the premises around the clock and throughout the year.
- (3) All occupants of specifically designated housing units are permitted to occupy GFH because occupancy, in and of itself, will prevent or deter rapid deterioration or will ensure the protection and maintenance of the housing and premises.

⁴⁴ Reconsideration and appeals of the housing management and rental rate establishment processes are done in accordance with paragraph 5.4.

⁴⁵ These "non-availability" determinations should be made on an "all employee or none" basis. Thus, in "non-availability" situations, where even one employee is allowed to live in private housing (i.e., is not required to occupy GFH), it would be inappropriate to designate *any* GFH occupant at that installation as a "required" occupant.

- D. **Volunteers.** Bureaus/Offices with authority to hire and employ volunteers, may allow volunteers to occupy GFH, without charge to the volunteer. However, the benefiting program within the bureau/office that hires the volunteer should pay the rental and utility amount for occupying that GFH. The rental money should be transferred from the benefiting program into the rental collection fund established for the operation and maintenance of the GFH according to 5 U.S.C. 5911. Volunteers may occupy approved GFH under the following circumstances.
- (1) Occupancy is necessary for the provision of service and/or protection of property; or because suitable private housing is not available within a reasonable commuting distance.
 - (2) It must be determined that the GFH to be occupied by volunteers is not needed at the time for housing required occupants or other station personnel.
 - (3) The contribution of volunteers and other unpaid staff assigned to GFH must be significant enough⁴⁶ to justify the provision for GFH without charge to the individual.
 - (4) Each volunteer must be covered by a volunteer service agreement, or other document, which legally enrolls an individual as a volunteer. This agreement will specify the full name and address of the volunteer, the commencement and termination dates, and a brief description of the work to be performed. The agreement will be signed both by the volunteer and by an authorized bureau/office official.
- E. **Assignment Priorities.** In assigning housing, the bureaus/offices will follow the priorities in the order listed below.
- (1) **Required Occupants.** Individuals, who have been designated as required occupants in accordance with paragraph 3.5.1B, will be accommodated ahead of all other categories of occupant. However, required occupants do not have a right to select a specific GFH unit. Assignment of required and permissive occupants to specific GFH units will be done in the context of paragraph 3.5.1E.
 - (2) **Permitted Occupants.** Organization employees, including contractors and essential cooperators identified by management as permitted occupants, allowed to reside in housing units but not required to be tenants. The following are some justifications for permitted occupancy:
 - (a) Inadequate local market.
 - (b) Remoteness (no local market exists within a 30-mile drive time).
 - (c) Historic structures documented to be a benefit to the installation and identified for use as permitted occupancy.
 - (d) Community involvement needs.

⁴⁶ “Significant enough” is a subjective term, but there should be documentation that the services provided by the unpaid staff member cover the cost of the housing and the associated utilities. Program staff must determine that the unpaid staff member is contributing services that exceed the Government’s costs to house the unpaid staff.

- (e) Back-up emergency response.
- (f) Unpaid entities supporting the installation mission.
- (g) Temporary workforce needs.
- (h) Deterrence.

As with required occupancy, management determines the actual number of permitted occupant positions needed.

- (3) **Volunteers.** Volunteers employed by the holding bureau/office under paragraph 3.5.1C.
- (4) **Other Bureaus/Offices.** Employees of other Interior bureaus/offices, who are allowed occupancy during periods of temporary non-use, or in interim periods pending disposal of the GFH (see paragraph 3.2.2).
- (5) **Other Agencies.** Employees of other Federal agencies, who are allowed occupancy during periods of temporary non-use, or in interim periods pending disposal of the GFH (see paragraph 3.2.2).
- (6) **Non-Federal Tenants.** Non-Federal tenants, who are allowed occupancy during periods of temporary non-use, or in interim periods pending disposal of the GFH (see paragraph 3.2.3).

F. **Assignment Consideration.** To the maximum extent practicable, and within the assignment priorities listed in paragraph 3.5.1D, bureaus/offices will assign housing on an objective and equitable basis, in accordance with the following.

- (1) In assigning GFH, bureaus/offices will consider the grade, seniority, permanency of position, family size, and the sex and age of the children of prospective occupants.
- (2) Larger or more expensive housing should be assigned to occupants with larger families, or to higher salaried personnel.
- (3) Adults and children should not occupy the same bedroom.
- (4) Children of the same sex may share a bedroom. However, separate bedrooms should be provided for children of opposite sex who are ten years of age or older.
- (5) Assignment priority should be given to seasonal or lower graded employees as they may have greater difficulty in finding housing in the private sector.

3.5.2 Assignment Records. Written records, in the format specified below, will be kept at the installation level to reflect all housing assignments and periods of occupancy. The assignment record should, as a minimum, set forth the rights and obligations of the tenant and the Government; list the equipment and furnishings provided; note existing damage to premises, equipment and furnishings; state requirements on subletting, assignment, sharing or conducting business on premises; specify the termination of assignment and recapture of housing; specify which party will service the equipment, cut grass, remove snow, etc.;

control painting and alteration; reserve the right of the Government to enter to make safety and maintenance inspections; and include information on any aspect of the landlord-tenant relationship, which is likely to arise in housing of the type or the locations involved⁴⁷.

- A. **Quarters Assignment Agreement.** A Quarters Assignment Agreement ([Form DI 1881](#)) will be completed for all occupants of GFH. Where a GFH unit is occupied by a family unit, the individual to whom the GFH is assigned (the employee-tenant) will be regarded as the occupant. This agreement provides the essential contractual elements common to all GFH assignments; however, bureaus/offices may incorporate additional terms and conditions deemed applicable to a given tenancy situation. The Quarters Assignment Agreement must be signed by the occupant and by a designated bureau/office employee. A copy of this agreement will be provided to each tenant; the original will be retained by the installation. Prospective occupants who refuse to sign the agreement will not be allowed to occupy GFH. This form accommodates annual adjustments of the monthly rental rate and charges for related conveniences, outlined in paragraph 4.4.3. This agreement should be signed upon original occupancy. Occupants who refuse to sign a re-executed agreement, implementing a revalued rental rate will be evicted.
- B. **Quarters Occupancy/Vacancy Inspection Form.** Bureaus/ Offices have a responsibility as landlords to ensure that GFH units are in good condition when assigned to employees or other occupants, and when vacated. Therefore, GFH (including appliances, furnishings and fixtures) will be inspected jointly by the occupant and by bureau/office housing personnel prior to occupancy and immediately after the GFH has been vacated. Since these inspections are the bases for determining occupant liability for property loss or damage in excess of normal wear and tear, the inspections will be documented using the Quarters Occupancy/Vacancy Inspection Form ([Form DI 1879](#)). Occupants who refuse to sign Form DI 1879 will not be allowed to occupy GFH.
- C. **Rent Computation Schedule.** A Rent Computation Schedule ([Form DI 1880](#)) will be prepared for each GFH occupant except volunteers, who are provided housing without charge. (In the case of volunteers, a Rent Computation Schedule must be produced and provided to the benefiting program for payment.) This schedule is used to document the rental calculation at the time the GFH unit is occupied and is effective immediately upon occupancy of the GFH unit. This schedule is also used to document subsequent rental changes resulting from a new regional survey; annual adjustments required by [OMB Circular A-45](#); or changes in the description of GFH unit as reflected in revisions to the Government Housing Inventory. Initial rental charges are effective immediately upon occupancy; changes in rental charges subsequent to occupancy require a 30-day written notice or a 45-day notice if State law requires a longer notice period.
- D. **Miscellaneous Rental Schedules.** Isolation Adjustment ([Form DI 1876](#)) and Excessive Heating/Cooling Deduction ([Form DI 1878](#)) will be prepared for each occupant entitled to these adjustments. This documentation should not be prepared for volunteers who are provided housing without charge but will be provided to the benefiting program that is paying the rent; or for non-Federal occupants, who are not

⁴⁷ Retention times can be found for most common housing records in General Records Schedule 15, [Housing Records](#).

entitled to the administrative adjustments authorized in [OMB Circular A-45](#). These forms are explained more fully in paragraphs 4.2.3 and 4.3.2.

- E. **Notice of Rental Adjustment.** A Notice of Rental Adjustment ([Form DI 1882](#)) will be prepared for each occupant of GFH, except volunteers, who are provided housing without charge. (If required, the Form DI 1882 for GFH units occupied by non-charged volunteers may be provided to the benefiting program that is paying the rent.) This notice is prepared upon initial occupancy of GFH, and subsequent rental changes resulting from a new regional survey; annual adjustments required by [OMB Circular A-45](#); or changes in the description of GFH unit as reflected in revisions to the Government Quarters Inventory. Amounts shown on this form should coincide with the charges reflected on the Rent Computation Schedule (Form DI 1880). Occupants must sign the Notice of Rental Adjustment (Form DI 1882), acknowledging the amount to be collected in rent. Occupants who refuse to sign Form DI 1882 will not be allowed to occupy the GFH.
- F. **Certification of Required Occupancy.** A Certification of Required Occupancy ([Form DI 1872](#)) will be prepared for each required occupant as set forth in paragraph 3.5.1B(6).
- G. **Permit.** When GFH units are permitted to another bureau/office or Federal Agency, the original permit will be retained by the installation on which the GFH is located. The authorizing bureau/office or agency will be responsible for ensuring that the other assignment and occupancy documentation complies with applicable regulations. See paragraph 3.2.2 for additional information.
- H. **Revocable License.** When GFH units are occupied by non-Federal tenants (including private citizens), under conditions described in paragraph 3.2.3, a copy of the revocable license is required in addition to the other documentation requirements described above.
- I. **Lead-Based Paint Disclosure.** To protect families from exposure to lead from paint, dust and soil, Congress passed the Residential Lead-Based Paint Hazard Reduction Act of 1992, also known as Title X (24 CFR 35). Section 1018 of this law requires the disclosure of known information on lead-based paint and lead-based paint hazards before the lease of most housing built before 1978. Written notice (prior to occupancy) of disclosure of lead-based paint to all GFH occupants in qualifying housing is a legal requirement. The document is signed by the tenant and attached to the tenant's DI 1881. Tenants must also receive a federally-approved pamphlet on lead poisoning prevention prior to occupancy.

3.5.3 Reassignment of Housing. Reassignment of bureau/office occupants from one GFH unit to another GFH unit, or to Government-acquired temporary private sector housing, should take place only under unusual circumstances in which the best interests of the Government are clearly served. If such reassignment is at the Government's request, the cost of the move will be the Government's responsibility. Reassigned occupants will pay the rental charges applicable to the "new" housing unit, and need not be provided with a 30-day advance notice of rental adjustment.

- 3.5.4 Vacating Housing.** This paragraph sets forth the procedures and documentation associated with termination of GFH occupancy.
- A. **Notice of Intent to Vacate GFH.** Occupants will notify the installation housing manager of their intention to vacate assigned GFH. This written notice will be submitted at least 30 calendar days prior to the intended date of vacancy and will specify the intended date when quarters will be vacated.
 - B. **Pre-termination Inspection.** A pre-termination inspection should be held 10 to 30 days prior to the intended vacating date to identify conditions requiring correction by the tenant and by the Government, prior to vacating.
 - C. **Final Inspection of GFH.** Immediately following vacating of the GFH, the local housing manager and the GFH occupant jointly will inspect the GFH unit, including appliances, furnishings and fixtures. The inspection will be documented on the Quarters Occupancy/Vacancy Inspection Form ([Form DI 1879](#)). The purpose of this inspection is to determine and document the condition of the GFH unit, appliances, furnishings and fixtures; and to compare the condition at vacancy with the condition at the time of occupancy.
 - D. **Cleaning of Housing.** Occupants will be required to leave the GFH unit and immediate premises in a clean and orderly condition. GFH units left in an unsatisfactory condition may be cleaned by the bureau/office (or by a bureau/office contractor) at the expense of the vacating occupant. If desired, the vacating occupant may arrange for the cleaning to be done in any other manner acceptable to the housing manager.
 - E. **Occupant Responsibility for Loss or Damage to GFH.** Occupants of GFH are responsible for the care and safekeeping of GFH and related Government-furnished property (appliances, furnishings and fixtures). Housing occupants may be held responsible and financially liable for property loss or damage in excess of normal wear and tear. Where the Quarters Occupancy/Vacancy Inspection Form indicates that damage to the housing or other Government property exceeds normal wear and tear, or where Government property is missing, bureaus/offices will provide the occupant with an opportunity to repair or replace the property rather than to pay for the loss or damage. Occupants who restore the property/premises to a satisfactory condition will be relieved of further liability. In instances where the occupant does not restore the property/premises to a satisfactory condition, bureaus/offices will follow the Report of Survey procedures prescribed in [IPMD 114-60](#) to determine the negligence and liability of housing occupants. Bureaus/Offices will initiate collection action against occupants who are found by a Board of Survey to be liable for property loss or damage. Amounts collected for loss and damage to Government property are not rental receipts and must be deposited with the Treasury as miscellaneous receipts.
 - F. **Employees on Extended Leave, Furlough, Training, or Detail.** Employees away from their work station for extended periods of time, *generally six months or more*, will continue to be charged for the GFH units and related conveniences unless the housing units are vacated completely and made available to the bureau/office for reassignment. While employees are required occupants, they must maintain assigned

GFH. Employees should be reassigned to a different housing unit upon return to the duty station if the original housing unit is occupied.

- G. **Instances of Hardship.** Former Federal employees (or other occupants) and dependents of deceased Federal employees (or other occupants) may continue to occupy GFH for a period not to exceed 60 days. In extenuating circumstances (sickness or death), National Housing Officers may approve extensions of the 60-day limitation. Such occupants will continue to pay the established rental rate, as adjusted to reflect the results of a new regional survey or appraisal, or the application of required adjustments in the interim years between baseline rental revisions.
- H. **Eviction.** GFH occupants may be evicted upon termination of, or for breaching, the Quarters Assignment Agreement ([Form DI 1881](#)). Occupants who pose a serious threat to the public health and welfare may also be evicted. All prospective evictions will be referred to the appropriate Field or Regional Solicitor's Office to ensure that there are adequate grounds for the action, that proper process is followed, and that the matter is adequately documented, as eviction is a serious action. See paragraph 3.8 for detailed information on evictions.

3.6 Historic Structures Used as Housing.

3.6.1 Definitions. For the purpose of this section, the terms below will have the following meanings.

- A. **Historic Building.** Historic buildings are those which are already listed in the National Register; those which are not listed, but which have been formally determined as being eligible for listing in the National Register; and those which have not been formally determined eligible for listing, but which appear to meet the eligibility criteria specified in 36 CFR 60.4.
- B. **Undertaking.** An undertaking is any activity that can result in changes in the character or use of historic properties. With respect to GFH, the term "undertaking" includes (but is not limited to) maintenance, repair, renovation, alteration (i.e., adding a garage, carport, patio, sidewalk, etc.), destruction, transfer, lease, or sale.

3.6.2 Background. Some GFH units held by Interior bureaus/offices are included in, or are eligible for inclusion in the National Register of Historic Places (National Register). The National Historic Preservation Act imposes two requirements upon Federal agencies. 16 U.S.C. 470 sets forth the procedures for nominating properties for inclusion in the National Register; and 16 U.S.C. 470f requires agencies to take into account the effects of undertakings on properties included in, or eligible for inclusion in the National Register, and to afford the Advisory Council on Historic Preservation (ACHP) with a reasonable opportunity to comment on an undertaking prior to the agency's approval and funding of the undertaking. The intent of the National Historic Preservation Act is that bureaus/offices should compare the benefits of completed undertakings with historical preservation, costs and other factors. In this regard, while the ACHP does not have veto power over bureau/office actions, bureaus/offices are required to consult in good faith with the ACHP.

3.6.3 Use of Historic Buildings as Housing. The National Historic Preservation Act (at 16 U.S.C. 470h-2(a)(1)) requires agencies to use historic properties to the maximum feasible extent

prior to acquiring, constructing or leasing buildings. Thus, historic buildings may be used as GFH where the following determinations have been made.

- A. The need for GFH has been identified and justified under paragraph 3.1.1.
- B. The use of historic buildings as GFH will provide the most desirable means of preservation, protection and management of each historic building at issue. In this regard, human occupancy of historic buildings provides protection from fire, theft and vandalism, as well as early detection of structural deterioration, such as roof leaks. It also protects the historic fabric through continued housekeeping and routine maintenance.
- C. It is not appropriate, necessary or cost effective to use the historic structures at issue for other official bureau/office uses.

3.6.4 Procedures. In planning for any undertaking to a GFH unit, which is also an historic building under paragraph 3.6.3A, above, bureaus/offices will comply with the procedures set forth in 36 CFR 800. While these procedures are summarized below, bureaus/offices will consult 36 CFR 800, and the other authorities and documents listed in paragraph 3.6.5.

- A. **Identification and Evaluation of Historic Buildings.** In determining whether an undertaking affects an historic building, it is first necessary to determine if the structure at issue is an historic structure or potential historic structure. Historic properties are listed in the National Register. Annual updates of new National Register listings are published in the Federal Register, as are listings of properties, which (while not listed in the National Register) have been determined to be eligible for inclusion in the National Register. However, since the National Historic Preservation Act applies to any eligible property (including those for which eligibility determinations may not have been made), bureaus/offices should seek the assistance of State Historic Preservation Officers (SHPO's). These individuals can provide information on previous identification studies for the area at issue and properties on state registers or listings. SHPO's can also direct the bureau/office to other sources of information, such as local Governments or Indian tribes. If the bureau/office and the SHPO cannot reach agreement regarding a property's eligibility for inclusion in the National Register, the bureau/office must obtain a formal determination of eligibility from the Keeper of the National Register of Historic Places using procedures set forth in 36 CFR 60.9. Additional information on the National Register nomination and eligibility determination processes may be found in 16 U.S.C. 470a and 36 CFR parts 60 and 63. A list of National Park Service (NPS) regional offices and SHPO's, including mailing addresses and telephone numbers may be found in 36 CFR 61, Appendix B.
- B. **Assessment of the Effect of an Undertaking on Historic Properties.** In this second step, the bureau/office, in consultation with the SHPO, determines whether the undertaking has no effect; has no adverse effect; or has an adverse effect on historic properties. This determination is made by applying the criteria in 36 CFR 800.9(b) and (c).
- C. **Consultation to Avoid, Reduce or Minimize Adverse Effect.** When a proposed action will have an adverse effect on an historic property, the bureau/office will

consult with the SHPO and other interested persons. The purpose of these consultations is to consider alternatives and mitigation methods that will reduce the damage an undertaking is expected to impose upon historic properties. If agreements are reached, they are documented in a Memorandum of Agreement (MOA), which is reviewed by the Advisory Council on Historic Preservation (ACHP)⁴⁸. If agreement is not reached, the bureau/office will request ACHP comments on the undertaking.

- D. **Comments of ACHP.** ACHP comments can be in the form of an MOA, if an agreement is reached on alternatives and mitigation measures. If consultation with the ACHP does not produce an agreement, the bureau/office will request the ACHP to review the documentation and to comment, within 60 days, on the undertaking.
- E. **Final Agency Decision.** Where agreement is reached between the bureau/office and the SHPO and/or the ACHP, the bureau/office will proceed with the undertaking as set forth in the MOA. The bureau/office will take into account the ACHP's written comments if agreement cannot be reached, and then make a final decision as to how (or whether) to proceed with the undertaking. The bureau/office must notify the ACHP, in writing, of its decision before work begins on the undertaking.

3.6.5 Additional References. Detailed descriptions of the procedures, forms and formats that are used in implementing the National Historic Preservation Act may be found in the publications listed below.

A. **Code of Federal Regulations.**

- (1) 36 CFR 60: National Register of Historic Places.
- (2) 36 CFR 61, Appendix B: Addresses and telephone numbers of SHPO's and NPS offices.
- (3) 36 CFR 63: Determinations of Eligibility for Inclusion in the National Register of Historic Places.
- (4) 36 CFR 68: The Secretary of the Interior's Standards for Historic Preservation.
- (5) 36 CFR 800: Protection of Historic Properties.

B. **Publications of the Advisory Council on Historic Preservation.** The following publications are available from the Advisory Council on Historic Preservation, 1100 Pennsylvania Avenue NW, Suite 809, Washington DC 20004, telephone 202-786-0503.

- (1) 36 CFR Part 800: Protection of Historic Properties - Regulations of the Advisory Council on Historic Preservation Governing the Section 106 Process.

⁴⁸ Composition and duties of the ACHP are detailed in 16 U.S.C. 470 Title II Section 201.

- (2) Section 106, Step-by-Step.
- (3) Preparing Agreement Documents: How to Write Determinations of No Adverse Effect, Memoranda of Agreement, and Programmatic Agreements Under 36 CFR 800.

C. **Publications of the National Park Service.** The National Park Service (NPS) prepares and maintains numerous publications, including those listed below. These publications are available from: Interagency Resources Division, P.O. Box 37127, Washington, DC 20013-7127.

- (1) National Register Bulletins. This is a list of numbered bulletins available from the NPS.
- (2) Catalog of Historic Preservation Publications. This catalog lists and describes numerous publications available from the NPS and other organizations.
- (3) Guidelines for Applying the National Register Criteria for Evaluation. This publication explains how to apply the criteria to determine the eligibility of properties for listing in the National Register.
- (4) Guidelines for Completing National Register of Historic Places Forms.
- (5) Policies and Procedures for Processing National Register Nominations.

3.7 Quarters Management Information System.

3.7.1 Introduction. The [Quarters Management Information System](#) (QMIS) Program Office maintains the QMIS software application and the housing management inventory for all QMIS participants. This database contains standard information for every GFH unit managed by DOI Bureaus and other Federal Agencies which participate in the QMIS Program.

3.7.2 QMIS Database Structure. Each user-managed QMIS database contains information that is entered on the Government Quarters Inventory ([Form DI 1875](#)).

3.7.3 Uses of the Quarters Management Information System. The QMIS database provides management information to OMB and to national, regional and installation housing managers. The data file is used by the [QMIS](#) Program Office to determine the communities and the number of private market comparables to sample when conducting baseline regional surveys. The database is also used to determine the percent cost borne to each participating DOI Bureau and Federal Agency for the QMIS Program Office's operational costs. Given these sensitive uses, it is of critical importance that the inventory data be accurate and current.

3.7.4 Responsibilities.

A. **Agencies and Bureaus/Offices.** DOI bureaus/offices and other participating Federal agencies are responsible for providing the [QMIS](#) Program Office with a completed [Government Quarters Inventory](#) for each housing unit held by the bureau/office or

agency. Bureaus/Offices and agencies are also responsible for promptly notifying the QMIS Program Office of any inventory changes which are required to reflect changes in the condition or configuration of the GFH unit. The bureau/office National Housing Officer and the QMIS Program Office will also be notified when housing units are disposed of, or are no longer being used as GFH.

- B. **QMIS Program Office.** The [QMIS](#) Program Office is responsible for maintaining the interagency data file in a current condition and for coordinating all record changes (including additions and deletions) and database modifications with QMIS program participants. The QMIS Program Office will also provide standard or specialized operational and management reports to program participants upon request.

3.8 Evictions.

- 3.8.1 General.** Evicting an occupant from GFH is a serious measure that requires an appropriate level of “due process.” Due process requirements exist to ensure that proposed evictions are based on appropriate, clearly stated grounds and that occupants have adequate notice of those grounds, and, where appropriate, a meaningful opportunity to respond. In some cases, the laws and eviction procedures of the state or locality in which the GFH unit is located may govern whether an eviction has met due process requirements.
- 3.8.2 Eviction Authority.** Bureaus/Offices must designate the appropriate level of management and, preferably, a particular officer, with authority to evict any occupant upon termination of the housing agreement or breach by the occupant of the terms of occupancy set forth in Form DI-1881, Quarters Assignment Agreement, or in any other referenced guidance.
- 3.8.3 Location of GFH.** Although adequate due process is required for any eviction action, the location of the GFH may be important for determining additional steps required. GFH can be located on Federal land, land owned or controlled by a federally recognized tribe, or on land that is neither federally nor tribally owned or controlled. GFH located on Federal or tribal land ordinarily will not be subject to the eviction due process requirements of the surrounding state or locality. GFH located on land that is not federally or tribally owned or controlled may be subject to the eviction due process requirements of the surrounding state or locality.
- 3.8.4 Quarters Assignment Agreement.** Bureaus/Offices should ensure that any additional bureau/office guidance that describes or details the occupant’s obligations with respect to quarters is either explicitly cited in the Quarters Assignment Agreement (Form DI 1881) or is attached to and made a part of the Agreement.
- 3.8.5 Eviction Process.** What follows is a basic guideline for the steps involved in evicting an occupant of the GFH. Typically, this will involve a “preliminary” and “final” notice of eviction. As noted, depending on the location of the GFH, evictions may be subject to the procedures of the surrounding state or locality. This is an important reason to involve the Office of the Solicitor early in any situation that may result in an eviction action.
 - A. When an eviction is being considered, the bureau/office human resources office should be notified. The bureau/office should designate a single person to serve as the point of contact for a proposed eviction. If this has not already occurred due to the

circumstances leading to a proposed eviction, the eviction contact person should contact the appropriate Field or Regional Solicitor's Office at this point.

- B. Except where prevented by exigent circumstances or the basis for the eviction does not require it, prior to notifying an occupant of a pending eviction, the bureau/office should develop one file containing all information pertinent to, and supportive of, the decision to evict an occupant. The eviction contact person should be responsible for this file.
- C. **Preliminary Notice of Eviction.** Except where circumstances permit or require only a single final eviction notice, the bureau/office, by the officer designated at paragraph 3.8.2 above, must send to the occupant in a manner that confirms delivery or otherwise serve upon the occupant as required by law a "preliminary" eviction notice that:
- (1) Succinctly states the specific ground(s) of eviction;
 - (2) Cites to the pertinent sections(s) of the Quarters Management Agreement and/or other guidance;
 - (3) Sets forth pertinent violations, prior communications, and any other relevant facts and circumstances;
 - (4) Whenever possible, attaches or transmits pertinent documents or materials referenced or relied upon;
 - (5) As required by law or by the circumstances, advises the occupant of the period of time, usually thirty days, in which the occupant must correct the violations or circumstances in issue and/or otherwise respond; and
 - (6) Advises occupant of any other procedures or substantive rights required by law.
- D. **Final Notice of Eviction.** A "final" eviction notice must meet all the requirements set forth for a "Preliminary" notice, except that no occupant correction or response period will apply. The final notice must reference and attach any preliminary notice, any occupant response to that notice, and any occupant corrective action or lack of such action. The final notice must specify the date on which the eviction will occur (or by which occupant must vacate the premises in order to avoid forcible eviction). The time period between final notice and the eviction date must be no less than the minimum period required under applicable law, and the notice must advise the occupant of any procedural or substantive rights required by law. Before sending any eviction notice, the bureau/office must ensure that it will have taken all steps necessary actually to carry out the eviction and fully intends to do so.
- E. Depending upon the location of the GFH, specific additional information may be required to ensure legally effective notice; however, regardless of the GFH location, it is imperative that the eviction contact person or his/her designee work with the appropriate Field or Regional Solicitor's Office during drafting.

- F. Consideration of the occupant's response, if any, and any further bureau/office notification to the occupant following consideration of the response, should be closely coordinated with the appropriate Field or Regional Solicitor's Office during drafting.
- G. If, after receiving notice, the occupant either has not voluntarily vacated the GFH or otherwise has failed to address the grounds of eviction and it remains necessary to go forward with the eviction, this should be closely coordinated with the appropriate Field or Regional Solicitor's Office. The actual eviction process likely will require coordination between the Solicitor's Office and the cognizant U.S. Attorney's Office.
- H. Under no circumstances should a bureau/office physically evict or arrange for physical eviction of an occupant (and this includes actions such as changing locks or other actions making continued occupancy difficult or impossible) without pre-approval by the appropriate Field or Regional Solicitor's Office.
- I. Where there may be physical danger to occupants remaining in the GFH, the bureau/office eviction contact person should contact the appropriate Field or Regional Solicitor's Office as far as possible in advance of these circumstances becoming an actual emergency.

3.8.6 Appeal Rights Related to Evictions. Bureaus/Offices will ensure that the following language is included in the Quarters Management Agreement:

Occupant agrees first to follow any procedural steps contained in relevant bureau notices, including, when appropriate, the occupant's right to respond within a stated time to the asserted ground(s) of eviction. Thereafter, occupant agrees that he/she may assert any substantive or procedural defenses to a pending or proposed eviction only as permitted in a court of competent jurisdiction. Except as provided in bureau/office notices, there is no intended right of administrative appeal regarding a proposed action to evict the occupant or related procedure to effectuate the eviction.

DEPARTMENT OF THE INTERIOR

HOUSING MANAGEMENT HANDBOOK

CHAPTER 4
FINANCIAL CONSIDERATIONS

- 4.1 Monthly Base Rental Rate Determination
 - 4.1.1 General
 - 4.1.2 Base Rent Principles
 - 4.1.3 Regional Surveys
 - 4.1.4 Appraisals
 - 4.1.5 Official Use Space
 - 4.1.6 Extension of Comparability
 - 4.1.7 Tents
 - 4.1.8 Obsolete Housing
- 4.2 Charges For Related Conveniences
 - 4.2.1 General Policies
 - 4.2.2 Charges for Utilities
 - 4.2.3 Excessive Heating/Cooling Costs
 - 4.2.4 Charges for Appliances and Furnishings
 - 4.2.5 Charges for Services
- 4.3 Administrative Adjustments To Base Rental Rate
 - 4.3.1 General
 - 4.3.2 Isolation Adjustment
 - 4.3.3 Site Amenity Adjustments
 - 4.3.4 Loss of Privacy/Restricted Use
 - 4.3.5 Excessive Size
 - 4.3.6 Inadequate Size
 - 4.3.7 Temporary Housing - Maintenance of Two Households
 - 4.3.8 Administrative Review
 - 4.3.9 Changes in Administrative Adjustments
- 4.4 Net Monthly Rental Charges
 - 4.4.1 General
 - 4.4.2 Baseline Surveys or Appraisals
 - 4.4.3 Annual Adjustments to Net Monthly Rental Charges
 - 4.4.4 Annual Adjustments to Prospective or Recently Conducted Surveys or Appraisals
 - 4.4.5 Annual Review Requirements
- 4.5 Implementation of Rental Charges
 - 4.5.1 Implementation Schedule

- 4.5.2 Documentation of Net Monthly Rental Charge (NMRC)
- 4.5.3 Tenant Notification - Current Occupant
- 4.5.4 Tenant Notification - Initial Occupancy
- 4.5.5 Implementation of Rental Charge
- 4.5.6 Rental Period
- 4.5.7 Incremental Implementation
- 4.5.8 Employees in Leave or Furlough Status

- 4.6 Possessory Interest Tax
 - 4.6.1 Policy
 - 4.6.2 Procedure

4.1 Monthly Base Rental Rate Determination.

4.1.1 General. The reasonable value of a GFH unit consists of the Monthly Base Rental Rate (MBRR), the value of Government-provided related conveniences (paragraph 4.2), the value of applicable administrative adjustments (paragraph 4.3), and the value of interim year annual adjustments (paragraph 4.4). The determination of reasonable value of GFH units will be based upon an impartial study of comparable private rental housing. Only two methods may be employed to determine the MBRR: regional surveys and appraisals. Since OMB Circular A-45 expresses a preference for regional surveys, bureaus/offices will use the regional survey method for all GFH located within designated survey regions. Exceptions must be obtained in writing from PAM.

4.1.2 Base Rent Principles. Monthly base rental rates for GFH will be set at the prevailing rental rates for comparable private housing in the survey area (where rental charges are based upon regional surveys), or in the established community (where rental charges are based upon appraisals)⁴⁹. It is recognized that the reasonable value rent actually established and charged under the rental valuation system set forth in OMB Circular A-45 does not necessarily equate to fair market valuation of the comparables after required administrative adjustments are made to the base rental rate. These administrative adjustments (see paragraph 4.3) are designed to provide a uniform basis for assessing differences in physical and economic characteristics, and for establishing reasonable value to the employee in the circumstances under which the housing is provided, occupied or made available.

4.1.3 Regional Surveys. The purpose of a regional survey is to establish reasonable rents by producing a general cost-adjusted market-derived base rent schedule for the whole region, rather than the specific market appraisal of a unit on a specific site in a specific neighborhood. This schedule should reflect physical differences in structures and economic differences among communities, where these differences are shown to impact the rental rate structure. This is done by obtaining community and comparative private rental housing data for use in constructing the MBRR tables for each class of housing; and by obtaining market data on the cost of related conveniences for use in determining charges for Government-provided utilities. Regional surveys will be conducted at least every four years by the QMIS

⁴⁹ Generally, rental rates lower than those prevailing in the nearest established community or survey area may not be charged for housing, since this would be a form of employee subsidization specifically forbidden by statute, Comptroller General decisions and OMB regulations. Conversely, base rental rates higher than those in the nearest established community or survey area should not be charged.

Program Office, in coordination with PAM, the participating DOI bureaus/offices and other participating Federal Agencies.

- A. **Regional Survey Principles.** In regional surveys, reasonable rents are derived from an analysis of the market rents of private comparable properties in the established communities nearest to concentrations of Government housing. The process of arriving at the MBRR of a structure can be influenced by real estate appraisal principles, statistical limitations or administrative principles and considerations. Often there may be a conflict among these three which necessitates a trade-off.
- (1) Real estate appraisal principles include matching comparables as closely as possible to the specific subject property in physical characteristics and locations and adjusting in a logical direction for all significant differences.
 - (2) Statistical principles involve: trying to minimize the standard error of the estimate (unexplained variation); getting a good match of characteristics between the properties analyzed and those the analysis is applied to; obtaining a large and diverse sample and making adjustments only for factors that are significant in explaining variation. Ideal samples may not always be available in the market, and the market search may be limited (like an appraisal) due to time and budget constraints.
 - (3) Administrative considerations recognize that Government housing is often not located in or very close to the nearest established community. Physical characteristics, such as in historical houses, one room cabins, lookouts, dormitories or transient housing are usually difficult to match in the market. Government housing is frequently found in areas influenced by tourism or boom-bust natural resource development that may produce unreasonable rents. Consistency and relative reasonableness, as well as time and budget constraints, must also be taken into consideration. While trade-offs among these three considerations may result in a less than ideal application of any one of the three principles, the goal is still to determine MBRR's which are:
 - (a) Relatively consistent with the local market rents for similar properties;
 - (b) Internally consistent and logical from one unit to another; and
 - (c) Represent reasonable value to the employee.
- B. **Regional Survey Process.** Regional surveys will be conducted by the QMIS Program Office, and will incorporate the following features and procedures:
- (1) **Survey Region.** The boundary of each survey region is established by the QMIS Program Office in coordination with PAM, the participating DOI bureaus/offices, and other participating Federal Agencies. The survey region should be large enough to permit an adequate sampling of comparable rental properties in several established communities, and may encompass one or more states. Within a survey region, the actual areas to be surveyed will be nearest established communities, including an area extending five miles from the community boundary (i.e., city/town limits) for house and apartment

comparables; and fifteen miles for mobile homes and trailer spaces. In exceptional circumstances, the QMIS Program Office may expand the community survey area. If adequate private rental housing data is not available in a nearest established community, data may be gathered in and around the next closest community meeting the established community criteria. In some regional surveys, budgetary constraints may preclude a survey of every designated nearest established community.

- (2) **Survey Sample.** The QMIS Program Office will analyze the housing inventory database to identify the established communities near which there are GFH units, and to determine for each established community, the number of GFH units by housing class. Generally, the total number of comparables sampled in each community should be proportional to the total number of GFH units in the vicinity of the community; and the number of comparables in each housing class should be proportional to the number of GFH units in each housing class. If available, at least two samples of each housing class should be collected in each established community for each class of GFH present at surrounding locations. The total number of samples collected for each housing class should be sufficient to give an adequate estimate of average rental values for the communities surveyed, and for the region. In the interest of economy, a community may be excluded from the survey if it is used as an established community for one or only a small number of GFH units. The QMIS Program Manager will coordinate the sample plan with DOI bureaus/offices and participating Federal Agency National Housing Officers.
- (3) **Data Collection.** The regional survey data may be collected by a private contractor, or by qualified Government personnel not housed in Government housing. The following data will be gathered during regional surveys:
 - (a) Descriptive, community and rental cost data for each private rental comparable sampled. This information will be documented on Private Rental Survey - Houses, Apartments and Mobile Homes ([Form OS-2000](#)) and on Private Rental Survey -Trailer Spaces ([Form OS-2001](#)).
 - (b) Tariffs and other summary data documenting the costs of utilities (water, sewer, electricity, fossil fuel and trash removal) in each surveyed community
- (4) **Data Analysis.** The method of analysis must be capable of recognizing different physical characteristics and differences in economic conditions, and of reflecting such differences in base rents. Regional survey data analysis will follow the process generally described below:
 - (a) **Data Edit.** Survey data will be edited for accuracy and completeness. Samples containing irreparable data errors or omissions will be removed from further consideration.
 - (b) **Rental Adjustments.** The contract rent of each comparable unit will be adjusted to exclude the value of appliances, services, utilities and furnishings which are provided by the landlord. Since most private

housing (and GFH) units rent with a landlord-provided range and refrigerator, the value of these appliances are not excluded. If a range or refrigerator is *not* supplied by the landlord, their value will be *added* to the contract rents. Central air conditioning and fireplaces will be treated as real property and analyzed as to their contributory market value. Generally, if it is necessary to adjust the contract rent of a market comparable by more than 40 percent, that comparable should be excluded from further consideration at the discretion of the QMIS Program Manager.

- (c) **Relational Analysis.** Individual private rental market housing samples will be screened for relational consistency with other comparables in the established community and the survey region prior to derivation of the MBRR formulae. Comparables with adjusted rental rates that are substantially higher or lower than the regional and community means for a given housing class should be scrutinized as to actual comparability. Samples, which are significantly at variance with community or regional rental patterns should be identified and removed. Comparables should be excluded from the final sample if they are in areas subject to unreasonable conditions of seasonal agriculture or tourism, population explosion, severe economic boom or other conditions which may have created an inequitable rent structure. The exclusion of comparables will be determined by the QMIS Program Manager.
- (d) **Regression Analysis.** Relevant community and rental data for improved comparables are analyzed using statistical regression techniques to identify features (age, size, condition, location, rooms, etc.), and their value contributions (plus or minus), which are most significant in explaining the variation in the adjusted market rents. Generally, the preferred regression technique employed for this analysis is forward in-and-out stepwise regression as recommended by OMB Circular A-45. However, at the discretion of the QMIS Program Manager, a different method may be used to achieve the same or similar results. The analysis of trailer space data may be accomplished using more fundamental techniques. While this step of the process employs statistical methodologies, the QMIS Program Office is ultimately responsible for reviewing (and adjusting, where necessary) the results of the analysis from a property valuation perspective to ensure that the results of the analysis are logical, consistent and complete.
- (e) Utility data are analyzed to determine the regional unit cost of each utility surveyed.
- (f) Nationwide appliances, furnishings and services cost data are updated once each year as part of the annual adjustment process described in paragraph 4.4.3.

- (5) **Monthly Base Rental Rate Tables.** The MBRR of a GFH unit, derived from the analysis of survey data, is the estimated value of that unit before applying administrative adjustments or charges for related conveniences. Each regional survey report will contain MBRR tables for each class of housing identified from the inventory of GFH. The QMIS Program Office may combine classes into a single class where a review of GFH warrants such action. MBRR tables for housing classes that are not typically present in the market (i.e., dormitories and transient housing) may be established by extension of comparability as provided in OMB Circular A-45. The MBRR tables, derived from the market analysis, will be structured and formatted to permit construction of GFH MBRR's⁵⁰.
- (6) **Regional Survey Report**⁵¹. The QMIS Program Office will incorporate the results of the analysis in a regional survey report, which will include:
 - (a) A list of communities surveyed,
 - (b) Base rent tables, and
 - (c) Charges for related conveniences.

PAM will review and approve this report. The QMIS Program Office, in consultation with participating DOI bureaus/offices and Federal Agencies, will establish an implementation date for each regional survey report.

4.1.4 Appraisals. PAM must approve individual appraisals conducted in areas covered by a regional survey. When rental rates are to be determined by the individual appraisal method, the appraisals must be performed by appraisers who have been certified in accordance with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989; and who do not reside in GFH. All appraisals will be reviewed for technical acceptance by certified reviewing appraisers, prior to their utilization in establishing the monthly rental charge.

- A. **Appraisal Process.** The appraisal process will incorporate the following features and procedures:
 - (1) **Selection of Comparables.** To ensure a uniform approach to valuation, the appraiser will be limited to comparing the GFH units with current comparable market rentals in the established community nearest to the subject GFH. However, if there is no rental market in the nearest established community for one or more classes of housing, the appraiser will collect comparable rental data for those rental classes from the next closest community meeting the established community criteria. No less than three private rental units must be utilized for comparative purposes in establishing the base rental rate for each housing unit.

⁵⁰ When establishing the MBRR for a particular GFH unit, the construction of the GFH - not its use - will determine its housing classification and MBRR. For example, a unit constructed or reconstructed as a single family dwelling, but which is *used* as a dormitory, will be valued as a house; not as a dormitory.

⁵¹ PAM reviews and approves this report. The QMIS Program Office, in consultation with participating DOI bureaus/offices and Federal Agencies, will establish an implementation date for each regional survey report.

- (2) **Rental Adjustments.** The contract rent of each comparable unit will be adjusted to exclude the value of appliances, services, utilities and furnishings, which may be provided by the landlord. Since most private housing (and GFH) units rent with a landlord-provided range and refrigerator, the value of these appliances are not excluded. If a range or refrigerator is *not* supplied by the landlord, their value will be *added* to the contract rents. Central air conditioning and fireplaces will be treated as real property and analyzed as to their contributory market value. Adjustments for the value of utilities, appliances, services and furnishings will be based on the retail costs of these items in the established community in which the comparables are located.
- (3) **Adjustments of Comparables to the GFH.** The appraiser will apply recognized real estate valuation principles, and will adjust only for differences in physical characteristics. Each adjustment will be shown in either dollar or percentage terms. The source of each adjustment must be fully explained and documented. No adjustments will be made (as part of the appraisal process) for excessive heating/cooling costs, isolation, site amenities or other administrative adjustments. Rather, these adjustments will be made as provided in paragraph 4.2.3 and paragraph 4.3.

B. **Forms.** To ensure Department-wide uniformity, the following forms will be used for all appraisals:

- (1) **Government Quarters Inventory** ([Form DI 1875](#)). Prior to conducting the appraisal, the appraiser will either be furnished, or will complete on his/her own, the appropriate housing inventory form for the GFH unit to be appraised. If the completed inventory form has been furnished, it will be re-verified by the appraiser and co-signed by the appraiser. Any conflicts in the data provided and the observations made by the appraiser will be resolved by the appraiser.
- (2) **Rental Rate Comparability Form** ([Form DI 1874](#)). This three part work form allows the appraiser to organize on a spreadsheet the relevant comparative factors and to assign weights to each factor. All adjustments should be made to the subject housing; e.g., if the GFH unit is better, enter a "plus" figure, and if the GFH unit is inferior to the comparable, enter a "minus" amount.
- (3) **Private Rental Survey, Form OS-2000.** The Private Rental Survey ([Form OS 2000](#)), or equivalent form, will be used to document the information concerning all improved comparables (houses, apartments and mobile homes). The Private Rental Survey -Trailer Spaces ([Form OS-2001](#)), or equivalent form, will be used for trailer space comparables.

4.1.5 Official Use Space. Where a portion of a GFH unit is used or set aside solely for Government business purposes, the official use space will be exempted from assessments of rental and related conveniences charges.

- A. **Requirements.** In order to exempt official use space from rental assessments, all of the following conditions must be met:
- (1) The use of space in GFH for official purposes will be required and approved in writing by the installation manager.
 - (2) The installation manager will determine that the use of the space for official purposes renders the space unsuitable for residential use.
 - (3) The amount of official use space must be significant; i.e., at least one room or 100 square feet of finished floor space.
 - (4) The official use space must be clearly identifiable and measurable.
- B. **Procedures.** The procedures below will be followed when establishing the MBRR for housing which contains official use space:
- (1) **Regional Survey Method.** Where the MBRR is determined by regional surveys, the MBRR will be computed as follows.
 - (a) Reduce the amount of rental space (the number of square feet, bedrooms, rooms, garages, etc.) in the GFH unit by the amount of official use space (square feet, bedrooms, rooms, garages, etc.). Thus, for a 3-bedroom, 5-room, 1,200 square foot house, where one bedroom (consisting of 200 square feet) is official use space, the MBRR would be computed for a GFH unit that is a 2-bedroom, 4-room, 1,000 square foot house.
 - (b) Use the appropriate MBRR chart in the regional survey report to compute the rent for the GFH unit as adjusted to discount the official use space.
 - (2) **Appraisal Method.** Where the MBRR is determined by an appraisal, the new base rent will be determined by "reconfiguring" the GFH unit to reflect the deduction of official use space (i.e., fewer square feet, rooms and bedrooms). Then, market comparables, as closely matched as possible to the "reconfigured" GFH unit, will be obtained from the nearest established community. The appraisal will be performed as prescribed in paragraph 4.1.4.

4.1.6 Extension of Comparability. Private rental comparables may not be available for certain classes of Government housing, including bunkhouses, dormitories, bachelor housing, lookouts and transient housing. In such circumstances, OMB Circular A-45 provides that the rental charges for such GFH units may be established by extending the principle of comparability. Guidelines for housing classes most typically not available as comparables in the private sector are shown below. The specific means by which rental and related charges for these and other housing classes are established will be fully explained in each regional survey or appraisal report. When base rental charges are established by extension of comparability, none of the administrative adjustments in paragraph 4.3 will be applied.

- A. **Bunkhouses, Dormitories and Lookouts.** Rental charges for these types of GFH units will be established as follows.
- (1) **Regional Survey Method.** For survey purposes it has been determined that comparable private sector dormitory housing is generally not available. Therefore, the dormitory rental rate will be established as one-half of the average adjusted house rent in each survey region. This aggregate rent will then be divided by the average number of bedrooms for the survey region times the desired capacity (two occupants per bedroom) to produce a Basic Shelter Rental Rate (BSRR) per occupant. To this amount will be added appropriate charges for Government-provided related conveniences. More specific information will be provided in each regional rental survey report.
 - (2) **Appraisal Method.** Where private comparable rental data are not obtainable for these types of GFH units, rental charges will be established at a rate equivalent to one-half of the base rental rate charged for the next most comparable rental housing. A separate charge for Government-provided related conveniences will be established at rates equivalent to those prevailing in the appraisal area.
- B. **Transient Housing.** Transient housing units are hotel-type accommodations, and are usually offered with Government-provided furnishings, linens, housekeeping items and supplies and special services. The transient rate can be applied to any GFH unit that is being occupied on a transient basis; that is, normally for 30 days or less. The charges for transient housing will be established as follows:
- (1) **Regional Survey Method.** It has been determined for survey purposes that comparable private sector transient housing is generally not available. Therefore, the rental rate will be constructed by adding to the dormitory BSRR, charges for Government-provided utilities, furnishings and services. Since the Government is providing clean linens and housekeeping services, the nationwide cost for maid service will be added to this amount. To that subtotal will be added an administrative charge of 20 percent, as required by OMB Circular A-45, and this total will be the rental rate. This rate should not exceed the GSA Government Travel Regulation lodging rate for the area.
 - (2) **Appraisal Method.**
 - (a) Charges for transient housing will be established at rates equivalent to private transient housing of comparable type and quality.
 - (b) If comparable private housing does not exist in the appraisal area, the rental charge may be established as one-half of the monthly rental charge for the next most comparable rental housing. This amount will be added to the value of Government-provided related conveniences. That total will be increased by 20 percent (as required by OMB Circular A-45), to produce the final charge.

4.1.7 Tents. No rental charges will be assessed for tents.⁵²

4.1.8 Obsolete Housing. As specified in paragraph 3.4.3A, obsolete housing units are not in a decent, safe and sanitary condition, and therefore are unsuitable for human habitation. Rental charges will not be assessed for housing units in obsolete condition; however, charges will be assessed for Government-provided related conveniences.

4.2 Charges for Related Conveniences.

4.2.1 General Policies. Related conveniences, as defined in this Handbook include utilities, appliances, furnishings and services that are not included in the base rental rate, but which are provided to occupants of GFH.

A. **Provision of Related Conveniences.** It is DOI policy that all utilities, appliances, furnishings and services will be provided and billed directly by the supplier to the occupant when feasible. It is recognized that in certain circumstances, generally involving remote locations or seasonal occupancy, it may not be feasible (or possible) to require GFH occupants to deal directly with suppliers. However, remoteness or seasonal operations are not sufficient reasons by themselves for the Government to involve itself in providing related conveniences.

B. **Assessment and Collection.** OMB Circular A-45 requires that charges for related conveniences be set at levels equal to those prevailing for comparable private housing located in the survey region (when rental charges are established using the survey method) or the nearest established community (when rental charges are established using the appraisal method). Charges for related conveniences will reflect full residential (retail) costs, including all applicable taxes, delivery charges, surcharges, service charges and adjustments. Failure to collect the full comparable cost of related conveniences provided by the Government to an occupant constitutes a supplementation of salary, which is prohibited by law.

4.2.2 Charges for Utilities. DOI and OMB policies require that GFH occupants pay the cost of each utility received. Therefore, utility consumption and prevailing market residential rates per unit of consumption will be determined as follows:

A. **Utilities Furnished Directly to Occupants by Supplier - Direct Supplier Billing.** GFH rental charges will not include the value of utilities that are provided and billed directly by a utility supplier to a GFH occupant.

B. **Utilities Furnished Directly to Occupants by Supplier -Government Acts as Utility Collection Agent.** Under certain arrangements, a private utility supplier may provide service directly to several GFH units at an installation, but may submit an invoice to the installation, itemizing the charge for each GFH unit. If the invoiced charges are residential-level market charges (including all taxes and related charges) and are uninfluenced by Government contracts or preference, the Government will charge each GFH occupant the amount billed by the supplier. If the charges are not residential-level charges, but are established by, or for, the Government, then the

⁵² Neither rental charges nor other associated costs will be charged to individuals using tents as housing. In situations where conveniences are provided for communal use, such as bathrooms and shared kitchens, charges for utilities may be recovered from the users.

utility service is to be viewed as being provided by the Government. The provisions of paragraph 4.2.2C will apply in these instances.

C. **Government-Provided Utility Service.** The Government will be considered as providing utility service if it provides a utility directly to GFH occupants. Examples of such service include (but are not limited to) electricity from a Government or contractor supplied generator or Government hydroelectric facility; water service from a Government/contractor installed or operated well or other water supply; and sewer service from a Government/ contractor operated or installed sewerage, waste disposal, septic, cesspool or other type of sewer system. Government-provided utility service also includes service provided by a non-Federal utility supplier at rates established by or for the Government. When the Government provides a utility, the charges should reflect the cost of similar utility services provided to renters of comparable private housing in the survey area (where the survey method is used) or established community (where the appraisal method is used). Charges for utilities furnished by the Government will be established as follows:

- (1) **Consumption.** Consumption will be determined by meters which are to be installed on all housing units, except those used exclusively as dormitories, bunkhouses or transient housing, unless DOI Housing Officer approval for non-installation is requested and granted. Where metered consumption is not possible and where rental charges are established under the survey method, the QMIS Program Office will publish consumption estimates in regional survey reports. Where metered consumption is not possible, and where appraisals are used, the appraiser will estimate utility consumption. The method used for estimating consumption, and the consumption estimates will be described fully in the survey or appraisal report.
- (2) **Utility Rates.** When rental charges are determined by regional surveys, utility rates will be the average rates prevailing in the survey region, and will be published in the regional survey report. When rental charges are determined by appraisals, utility rates will be those in effect in the nearest established community, and will be shown in the appraisal report. Under both methods, the utility rates will include all applicable taxes and related charges.
- (3) **Monthly Utility Charges.**
 - (a) **Metered Utilities.** When utilities are capable of being metered or measured, the survey method is used. The actual monthly consumption⁵³ will be multiplied by the utility rates in effect at the time that the rent calculation is to be implemented. These rates are normally published in the QMIS Program Office's CPI rental adjustment memorandum. Rates in this memorandum (as described in paragraph 4.4.3B) supersede the original survey report rates. When the appraisal method is used, the actual monthly consumption will be multiplied by utility rates in effect in the nearest established community. In lieu of using actual metered or measured monthly

⁵³ Electric credits may be allowed for Government-owned/provided well and sump pumps, sewer lifts, radon mitigation systems, base radios, battery chargers or remote control units if the electricity used by these devices is recorded by the electric meter at the GFH site.

consumption, bureaus may use an average of the monthly measured amounts of the utility consumed during the previous year. If this method is used, rental adjustments will be made at least annually to reflect differences between consumption during the previous year and actual consumption during the current year⁵⁴. Where estimates are used, rental adjustments will be made at least annually to reflect the difference between estimated and actual utility consumption. This provision also applies where the Government provides metered well water and a septic sewer system.

- (b) **Unmetered Utilities.** When utilities cannot be metered or measured at the individual GFH unit level, the estimated amounts consumed will be multiplied by the utility rates in effect at the time the rent is to be implemented and published in the QMIS Program Office's CPI memorandum (when the survey method is used) or appraisal reports (when the appraisal method is used). Electric credits are not allowable when electricity consumption is un-metered/estimated.

4.2.3 Excessive Heating/Cooling Costs. Where GFH units are determined to be energy inefficient or inadequately constructed or weatherproofed so that the annual heating and/or cooling costs are excessive (and not attributable to tenant actions), OMB Circular A-45 allows an adjustment to offset the excessive cost of heating and cooling. This adjustment is made as a direct offset to the cost of fuel and/or electricity used for heating and cooling GFH. Bureaus/Offices will reimburse the costs over and above those for heating and/or cooling a comparable but energy efficient and adequately weatherproofed and constructed housing unit. The only reason for this adjustment is to reimburse employees for excessive costs incurred because the Government has supplied housing which is not energy efficient or which is inadequately constructed or weatherproofed. Thus, if a GFH unit meets or exceeds established energy efficiency and construction standards, no adjustment is authorized, regardless of energy consumption or cost. This adjustment will only be allowed where the heating and cooling charges are based upon actual measured (metered) usage of heating/cooling fuel or electricity.

- A. **General Procedures.** The following general procedures should be followed in determining the adjustment for excessive heating and/or cooling costs.
 - (1) Housing occupants who believe that their heating/cooling costs are excessively high because of inadequate construction or weatherproofing of the GFH unit, must submit a request for reimbursement of the excessive costs to the installation housing manager. All requests must include copies of utility bills or other receipts showing the amount of fuel/electricity consumed, and the heating/cooling charges for the most recent twelve month period. If the employee cannot produce utility bills or other receipts, no adjustment is authorized.
 - (2) The Government will inspect the housing unit to determine whether the construction, weatherproofing and energy efficiency meets applicable

⁵⁴ For newly metered GFH, consumption during the first 12 months may be based on monthly meter readings; it may be estimated based either upon the metered 12-month consumption of similar GFH, or it may be based upon the tables provided in the regional survey reports.

standards. If applicable standards are met, the Government will notify the tenant that no reimbursement will be made.

- (3) If the GFH construction and/or energy efficiency does not meet applicable standards, the Government will estimate the average monthly energy consumption and cost for heating/cooling a comparable but adequately constructed and weatherproofed housing unit where proper energy conservation practices are observed. This will be done as follows:
 - (a) Where regional surveys are used, the monthly amount of fuel/electricity required for space heating/cooling will be estimated using the methodology and tables shown in Section VI (Utilities, Heating Fuels and Related Services) of the applicable regional survey report. Next, the estimated monthly amount of heating/cooling fuel/electricity should be multiplied by the utility rates (including all applicable service charges, taxes, surcharges, etc.) *in effect for the GFH unit* to estimate the monthly charge for the predicted amount consumed per month. Thus, if the tenant pays the utility company directly, the local utility rates should be used; if the tenant pays the Government, the regional survey utility rate will be used.
 - (b) Where appraisals are used, the monthly amount of fuel/ electricity required for space heating/cooling may be estimated from a study of the cost of heating/cooling the private market comparables used in the appraisal (if the comparables meet applicable weatherproofing, and construction requirements). Estimated consumption figures may also be obtained from local utility companies. Next, use the utility rates (including all applicable service charges, taxes, surcharges, etc.) in effect at the GFH location to determine the total monthly charge for the estimated amount consumed per month.
- (4) Increase the predicted monthly cost of heating/cooling the comparable housing unit by 25 percent. If this amount (125 percent of the predicted monthly cost) is less than the actual average monthly billing for heating and/or cooling, the difference may be reimbursed to the employee tenant.

B. Procedures for Known Construction, Weatherproofing, and Energy Inadequacies. In certain situations it may already be known by the Government that specific GFH units are energy inefficient or inadequately weatherproofed or constructed, and that those inadequacies (and not tenant preferences or energy habits) result in excessively high heating and cooling charges. For example, the Government may have applied the procedures in paragraph 4.2.3A for a previous occupant of a GFH unit. If that GFH unit is rented to a new occupant, and if the construction, energy efficiency or weatherproofing has not been brought up to an acceptable standard, then it would be burdensome to require the new occupant to collect utility receipts for 12 months before being eligible to claim excessive heating and cooling costs -especially since the Government already knows that the GFH unit is energy inefficient or inadequately constructed or weatherproofed. In these situations reimbursement may be effected using the following procedures.

- (1) A written determination must first be made by a qualified facility or maintenance engineer that the GFH unit at issue is energy inefficient or inadequately constructed or weatherproofed for the climatic conditions at the GFH site; and that these deficiencies (and not the lifestyles or energy habits of the occupants) result in excessively high heating and/or cooling costs.
- (2) Occupants of such designated GFH may elect to have the Government assume responsibility for the payment of the heating and cooling utility bills. In these instances, installations may pay the bills received by the occupants; or they may establish alternate procedures, such as arranging for the utility companies to send the bills directly to the appropriate office for payment.
- (3) Following the provisions in Paragraph 4.2.3A(3), the Government will determine the average monthly energy cost of heating/cooling a comparable but energy efficient or adequately constructed or weatherproofed housing unit where proper energy conservation practices are observed.
- (4) Multiply the average monthly cost of heating/cooling, as determined in Paragraph 4.2.3B(3), times 1.25; then add the resulting product to the rental charges. The requirement to increase the average heating and cooling costs by 25 percent is based upon OMB Circular A-45 which limits reimbursement to those costs that exceed the average by 25 percent, or more.
- (5) These procedures, once invoked, will remain in effect for at least one year, or until the subject GFH unit is vacated. That is, occupants cannot elect to exercise this option only during heating or cooling seasons, and then obtain their own utility services during the balance of the year. This is because the methodology prescribed in paragraphs 4.2.3A(3) and 4.2.3B(3), prorates seasonal utility consumption in equal amounts over a 12-month period. This understates heating and cooling costs during the heating and cooling seasons, but recovers the balance during non-cooling/heating seasons.

C. **Excessive Heating/Cooling Deduction** ([Form DI 1878](#)). Bureaus/Offices will use Form DI 1878 for determining the amount of excessive heating/cooling costs. A copy of this form, along with employee requests for reimbursement, and management determinations will be maintained in the housing file at the installation.

D. **Maintenance Priorities.** Paragraph 3.4.3 requires that GFH units be assigned a high maintenance priority when they are so energy inefficient or inadequately constructed or weatherproofed that an excessive heating/cooling deduction is allowed.

4.2.4 Charges for Appliances and Furnishings. Charges to occupants of GFH for appliances and furnishings provided by the Government will reflect the cost of such furnishings to tenants of comparable private rental housing at the time of the survey or appraisal⁵⁵. Central air conditioners and fireplaces will be treated as part of the real property, and will be considered in the survey or appraisal process when comparing properties. Window air conditioners,

⁵⁵ The charges for Government-provided appliances and furnishings will be published in nationwide rate schedules established by the QMIS Program Office when rental rates are based upon regional surveys. Where the rental charges are based upon appraisals, the charges for Government-provided appliances and furnishings may be determined by direct community comparison, or from nationwide rate schedules established by the QMIS Program Office.

stoves and fireplace inserts are items of personal property, and when provided by the Government, an appliance/furnishing charge will be made.

4.2.5 Charges for Services. Where practicable, services (trash removal, cable TV and satellite dish service, lawn care, snow removal, firewood, etc.) will be provided to occupants of GFH directly by private suppliers, and the occupants billed directly for such services⁵⁶. Where the Government collects for services provided at normal residential rates by a private supplier, the final charges will be the actual cost. Where the services are provided the Government, or by vendors at rates established by or for the Government, such services will be presumed to be provided by the Government. Annual or seasonal charges for services should be reduced to a monthly charge to be prorated during the entire year.

4.3 Administrative Adjustments to Base Rental Rate.

4.3.1 General. OMB Circular A-45 authorizes certain administrative adjustments which, when applied, establish a "reasonable value" of the housing to the employee, and reflect the circumstances under which the housing unit is provided, occupied or made available. These adjustments are applied, as discussed below, to the CPI-MBRR. The total amount of administrative deductions must not be excessive, resulting in a rental rate to the occupant that is less than the reasonable value of the housing, since this would constitute a supplement of salary in contravention of law. The total value of administrative adjustments cannot exceed the limits set forth in OMB Circular A-45. Therefore, the rental rate, after all administrative adjustments, must not be lower than 50 percent of the CPI-MBRR, unless an isolation adjustment has been made. Where an isolation adjustment has been made, the rental rate, after all administrative adjustments, must not be lower than 40 percent of the CPI-MBRR. These adjustment limitations do not apply to possessory interest tax payments (paragraph 4.6) or to excessive heating/cooling adjustments (paragraph 4.2.3). Administrative adjustments will not be applied where extensions of comparability are used to establish rental charges for bunkhouses, dormitories, or transient housing.

4.3.2 Isolation Adjustment. In some cases, GFH units are located where community services are available but only at some distance from the GFH. In addition, travel conditions or mode of transportation may serve to further isolate some employees from minimal community services. In such situations, OMB Circular A-45 allows a reasonable adjustment to ameliorate the direct economic effects of the isolation. The isolation adjustment, where applicable, reduces the CPI-MBRR by an amount equal to the number of mileage points times an annually determined Isolation Adjustment Factor (IAF). In applying this adjustment, bureaus/offices will use the procedure described below, and shown on the Isolation Adjustment ([Form DI 1876](#)):

- A. The nearest established community will be used as the community for calculating the adjustment, even though that community may not serve as the location of the comparable private housing used in establishing the CPI-MBRR. The mileage used in computing the adjustment will be the shortest route usually traveled from the GFH unit to the center of the nearest established community. If that route is closed

⁵⁶ Where the rental charges are based upon regional surveys, the charges for Government-provided services will be based upon nationwide rate schedules established by the QMIS Program Office. Where rental charges are based upon appraisals, the charges for Government-provided services may be determined by direct community comparison, or from nationwide rate tables established by the QMIS Program Office.

seasonally, a weighted average adjustment will be used for the entire year, based upon the number of months each route would ordinarily be used.

- B. The isolation adjustment is designed to recognize different categories of roads and modes of transportation. Because of the range of possible travel conditions and modes of transportation, point values have been assigned to each category of transportation. These point values represent differences in time, cost, or both associated with each mile of each category of transportation from the GFH unit to the nearest established community.
- C. When travel from the GFH unit to the nearest established community involves more than one category of transportation, the one-way miles are distributed accordingly. For each category of transportation, the specified point values are multiplied by the number of one-way miles between the GFH unit and the nearest established community to produce one-way points. The one-way points in each category are then added to produce total one-way points, *which must exceed 30*, or there is no adjustment. Finally, the total one-way points for all modes of transportation are multiplied by an IAF to produce the monthly dollar adjustment.
- D. **Isolation Adjustment Factor.** The QMIS Program Office will compute and publish the IAF annually. The IAF is calculated using a formula based in part upon the GSA temporary duty travel mileage allowance for privately owned automobiles, in effect as of September 30 each year. The effective date of the IAF will be the first day of the first full pay period in March of each year. The IAF will remain in effect until the following March, and will *not* be recomputed every time GSA changes the mileage allowance.

4.3.3 Site Amenity Adjustments. Establishment of the CPI-MBRR under OMB Circular A-45 employs the presumption that the GFH units occupy the identical lot as the private rental comparables. Thus in constructing the CPI-MBRR, only the salient differences in the structures are subject to comparison and adjustment. Experience has shown that the amenities below are generally present in the communities surveyed; therefore, their contributory values will be included in the contract rents of the comparables. The lack of availability of any of these amenities at the GFH sites should be reflected as a negative percentage adjustment to the CPI-MBRR. The standards to be used in determining the presence or absence of amenity factors appear below. Inadequate amenities that are subject to amelioration should be improved to adequate levels wherever possible.

- A. **Reliability and Adequacy of Water Supply.** The water delivery system (including wells) should provide potable water, free of *significant* discoloration or odor, at adequate pressure from usual outlets. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR. Documentation of the water tests, pressure readings, and other testing and concurrences should be maintained.
- B. **Reliability and Adequacy of Electric Service.** Service (including locally generated service, solar, wind and water power) must equal or exceed a 100 ampere power system capable of providing 24-hour service under normal conditions (occasional temporary outages are considered normal). If an adequate backup generator is available, the amenity will be rated as present, regardless of the reliability of the

primary power source. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR.

- C. **Reliability and Adequacy of Fuel for Heating, Cooling and Cooking.** There should be sufficient fuel delivery and/or storage capacity to meet prevailing weather conditions and cooking needs. Fuel delivery as it is used here includes electricity as well as fossil fuel. Thus, where electricity is used as the heating, cooling or cooking fuel, this amenity will be considered to be present (no adjustment is authorized) if electric service (see paragraph 4.3.3B, above) is rated as adequate⁵⁷. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR.
- D. **Reliability and Adequacy of Police Protection.** Law enforcement personnel, including Government employees with law enforcement authority, should be available on a 24-hour basis. Availability is defined as the ability to respond to emergencies as quickly as if located in, or adjacent to, the nearest established community. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR.
- E. **Reliability and Adequacy of Fire Protection.** Fire insurance should be available at the GFH site with the premium charge based upon a rating equal to the rating available to comparable housing located in or adjacent to the nearest established community; or, in the alternative, adequate equipment, adequate water (or fire retardant chemical) supply, and adequate trained personnel (including trained volunteers) should be available on a 24-hour basis to meet foreseeable emergencies. If either element is present (i.e., comparable insurance rating or adequate fire fighting capability) no adjustment may be made. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR.
- F. **Reliability and Adequacy of Sanitation Service.** An adequately functioning sewage disposal system and a solid waste disposal system, whether community or individually provided, should be available. Individual sewage disposal systems (septic, cesspool or other) will be considered adequate even though they may require periodic maintenance, as long as they are usable during periods of occupancy. If this amenity is not present at the GFH site, deduct 3 percent from the CPI-MBRR.
- G. **Reliability and Adequacy of Telephone Service.** Commercial telephone services should be available.
- (1) If telephone service (either land line or cellular) is not available both within the GFH unit and within 100 yards of the GFH unit, deduct 3 percent from the CPI-MBRR.
 - (2) If telephone service (either land line or cellular) is available within 100 yards of the GFH unit, but not in the GFH unit, deduct 2 percent from the CPI-MBRR.

⁵⁷ One 3 percent deduction is authorized for electricity under each paragraph 4.3.3B or 4.3.3C; if both are inadequate, then a total 6 percent deduction is authorized.

- (3) If telephone service is available in the GFH unit, but is a party line and/or is not accessible on a 24-hour basis, deduct 1 percent from the CPI-MBRR.
 - (4) If the Government provides the land line or cellular service as a requirement of the position, no administrative deduction to rent applies, regardless of the adequacy of the service. Deductions apply only if the individual tenant is paying for his/her own land line or cellular service.
- H. **Noise and Odors.** If there are significant and frequent disturbing noises or offensive odors at the GFH site, deduct 3 percent from the CPI-MBRR.
- I. **Miscellaneous Improvements.** One or more of the following improvements should be present: paved roads, sidewalks or street lights. If one or more of these improvements are present at the GFH site, no deduction is authorized. If none of these improvements are present at the GFH site, one (1) percent may be deducted from the CPI-MBRR.
- J. **Documentation.** Whenever it is determined that one or more of the amenity factors for a GFH unit are inferior to comparable private rental housing in the nearest established community, documentation supporting the determination will be included in the installation housing file (where surveys are used), or in the appraisal report (where appraisals are used). Negative amenity adjustments will not be granted unless there is adequate current documentation in the files of the rent setting office.
- (1) Documentation must be current and sufficiently detailed to establish the basis for the rating given each amenity. As an example, if electrical service is rated inadequate, and a negative adjustment has been given, the basis of the rating must be shown. If due to excessive and prolonged outages, the number of outages and the length of outages should be identified.
 - (2) For each GFH unit, each amenity rated as inferior will be verified at least annually to validate the continued application of each amenity adjustment factor. The annual verification should be accomplished in conjunction with the implementation of revised baseline rents (resulting from a new survey or appraisal), or with the implementation of annual rental adjustments. In addition to annual verifications, amenity ratings will be changed on the Government Housing Inventory, as changes occur in amenities at the GFH site. For example, if a water delivery or sewage disposal system is installed, and the acceptance criteria for these amenities are met, the inventory ratings for these amenities should be changed from inferior to adequate immediately after the systems have been installed. If applicable, rental charges will also be recomputed.

4.3.4 Loss of Privacy/Restricted Use. OMB Circular A-45 establishes the basic guidelines relative to a determination of whether a deduction is appropriate for loss of privacy, or for Government-imposed restrictions upon the use of the GFH unit. To qualify for this adjustment, it must be determined that the occupant's use and enjoyment of the GFH unit has been seriously diminished by constant and substantial infringement on the private family area, or by restrictions imposed by the Government. Where it is determined that a GFH occupant's privacy has been restricted or imposed upon, a deduction of up to 10 percent from

the CPI-MBRR may be authorized. The amount of the deduction should be proportional to the loss of privacy or the restrictions on GFH use. For example, repeated public visits which are limited to a six-month period each year, may warrant only a 5 percent deduction from the CPI-MBRR.

- A. **Illustrations of Loss of Privacy or Restricted Use.** This handbook makes no attempt to describe each situation or set of circumstances that may be eligible for deduction as a loss of privacy or restriction on use. However, some examples are offered below.
- (1) **A Portion of the Housing Unit is Required to Accommodate Official Visitors or for the General Convenience of the Public.** To be eligible for a deduction, the imposition on privacy must be both continual and substantial in nature. Occasional visits by VIP's or facility users, particularly to the home of an installation manager, project leader or district manager, does not suffice to establish an imposition on privacy. In addition to the adjustment for a loss of personal privacy within the GFH unit, an additional adjustment for official use space may be applicable. Specifically, if a portion of the GFH unit is set aside for the exclusive accommodation of the general public or official visitors, and the GFH occupants are restricted from using the space as living space, the space involved is considered official use space. The value of the space is excluded from the CPI-MBRR as prescribed in paragraph 4.1.5. However, the mere designation of a portion of the GFH unit as official use space under paragraph 4.1.5 does not, by itself, establish the basis for applying this adjustment.
 - (2) **Repeated Public Visits During Non-Duty Hours.** To be eligible for a deduction, the imposition on privacy must be continual and substantial in nature, and must involve repeated public visits (i.e., occurring several times daily). The contacts must be frequent, take place over an extended period each year, and involve the residential area. Extensive public contacts, but over a limited time period (such as the fall hunting season), may qualify a GFH occupant for a proportional deduction.
 - (3) **Restricted Use.** Restricted use occurs when a GFH occupant is prohibited from enjoying the full range of activities normally associated with rental occupancies due to restrictions imposed by the Government. A deduction for a restriction on use is allowed when both of the following conditions exist:
 - (a) The GFH unit is located in a national cemetery, or is an integral feature of the historic or natural scene that is being preserved in a national park or similar area, *and*
 - (b) The occupant is inhibited or restricted by written bureau/office instructions from enjoying the full range of activities normally associated with rental occupancies, e.g., no outdoor personal or family recreational activities.
 - (4) **Accessibility to Management or the Public.** A deduction from the CPI-MBRR may be warranted if an employee is officially required, in writing, to maintain a two-way radio, paging device, or similar device and to monitor that

device while in GFH. A deduction may also be appropriate where the employee is accessible to the public by means of an automatic phone dialing mechanism; or where the employee's GFH telephone number is listed in a public telephone directory or other notice, as being available to render assistance at times that are not the employee's regular duty hours. In these cases, proportional deductions should be made to reflect the number of hours the employee is required to monitor radio or telephone devices in GFH, or to be available to respond to any call or page.

- B. **Bureau/Office Responsibilities.** Bureaus/Offices will, within the general framework outlined above, be responsible for exercising good judgment and equitable treatment of housing occupants who may be faced with varying degrees of imposition on privacy within the same installation or in different installations within the bureau/office. Where deductions are authorized, bureaus/offices will require that the circumstances be fully documented through the use of logs (showing frequency of contacts, etc.) and written determinations illustrated with photographs or drawings as appropriate, and written bureau/office policies.

4.3.5 Excessive Size. When an employee is required to accept GFH in excess of the reasonable size needs of the employee's family, an adjustment for excessive size will be authorized as follows:

- A. **Close Off Excessive Space.** Unneeded rooms/space may be closed off (locked or otherwise secured) to bar access by the occupant when the housing is satisfactory (other than for the presence of unneeded bedrooms, rooms, bathrooms, etc.). In such cases, the housing CPI-MBRR will be recalculated using the appropriate CPI-MBRR tables in the regional survey report to determine the new CPI-MBRR for the "smaller" unit. Where rental charges are determined by appraisals, the appraiser will "reconfigure" the GFH unit to reflect the deduction of locked-off excess space. Then the appraisal will proceed as specified in paragraph 4.1.4. If the occupant of a GFH unit refuses to allow the bureau/office to close off excess space, no rental adjustment is authorized. Rental rate reductions that are the result of restricting an occupant's access to portions of the GFH unit are not subject to the adjustment limitation in paragraph 4.3.1. If and when a smaller, more appropriate rental housing unit becomes available, the tenant must be reassigned. If the occupant refuses reassignment, then all deductions for excessive size are to be removed and closed-off areas reopened.
- B. **Additional Adjustments.** If after closing off excess space, the GFH unit is still in excess of the reasonable size needs of the employee's family; or if it is not possible or feasible to close off excess space, then the criteria outlined in Paragraph 8.e. of OMB Circular A-45 will be followed to determine the degree of excess. If the amount of square feet exceeds those listed on the chart for the family size, the CPI-MBRR, may be reduced by up to 10 percent in direct proportion to the excess. The deduction for excessive size will not continue beyond one month following the availability of adequate alternative housing.

4.3.6 Inadequate Size. An adjustment for inadequate GFH unit size will be permitted when an employee-tenant is required to accept rental housing which is clearly inadequate in size to accommodate the employee's immediate family needs. The inadequate size adjustment is subject to the following conditions:

A. **Eligibility.** Only permanent, year-round occupants will be eligible for a deduction based upon inadequate size.

(1) To ensure uniformity in applying this deduction, the table below reflects the number of bedrooms and the size of immediate family. If one of these conditions is met, a deduction of up to 10 percent will be made from the CPI-MBRR.

Number of Bedrooms Housing Inadequate if:

1	3 or more occupants
2	5 or more occupants
3	7 or more occupants
4	9 or more occupants
5	11 or more occupants

(2) Housing will also be considered inadequate whenever two children of opposite sex, 10 years or older, must share a bedroom.

B. **Time Limitation.** This deduction will not continue beyond 30 days after availability of either appropriate rental housing or private housing, except when the bureau/office determines that the reassignment of housing will not serve to benefit the Government⁵⁸. Should the employee choose not to relocate to available housing of adequate size when it becomes available, the adjustment will be eliminated.

4.3.7 Temporary Housing - Maintenance of Two Households. Where permanent personnel occupy rental housing or maintain a private residence while performing assigned work, they may be transferred to a field location under certain conditions. The organization is authorized to adjust the rental rate for the GFH unit so that the combined rent or rent and mortgage payments paid during the period of occupancy are not excessively burdensome. This is allowed where it is necessary for an employee to maintain two households for the convenience of the Government, one permanent and one temporary, normally for more than 60 days, and where the employee is not eligible for per diem. The adjustment authorized will not exceed 20 percent of the base rental rate for the temporary housing. All permanent personnel who are assigned temporary housing and must maintain two households will be designated as required occupants during the period of such occupancy⁵⁹.

4.3.8 Administrative Review. Each bureau will establish a system of review to determine the appropriateness of initial adjustments to the CPI-adjusted base rental rate and the continued applicability of such adjustments. Administrative adjustment factors subject to change or termination should be reviewed each year prior to baseline and annual rental adjustment

⁵⁸ Under this situation, the deduction will be allowed beyond the 30 days, but the bureau/office must document the reasons.

⁵⁹ NOTE: This situation would be extremely rare since in most instances, the employee would be placed in a travel status and furnished with (a) housing in lieu of per diem, (b) a reduced per diem, or (c) appropriate deductions made from the per diem claim.

actions, to determine whether the adjustment(s) is (are) still warranted. For example, an adjustment for inferior telephone service should be eliminated if adequate service is installed. The absence of a finding in the installation files that one or more of the administrative adjustments in paragraphs 4.3.2 through 4.3.7 is justified constitutes a presumption that no adjustments will be made. If warranted, GFH occupants may seek application of an administrative adjustment upon written application to the installation housing officer.

4.3.9 Changes in Administrative Adjustments. Bureaus/Offices should revise the administrative adjustments to reflect changes in eligibility or amount resulting from changing circumstances at the GFH site. These changes should be made as soon as possible, normally within 30 days. Occasionally, employee tenants will bring to the attention of housing managers a misapplication of an administrative adjustment. As GFH occupants are responsible for verifying the accuracy of the GFH inventory data (including the data on administrative adjustments), changes brought forward by the occupant will not be made retroactive beyond the date of documented notification.

4.4 Net Monthly Rental Charges.

4.4.1 General. The Net Monthly Rental Charge (NMRC) is calculated as the CPI-MBRR minus deductions for administrative adjustments; plus charges for Government-provided related conveniences (utilities, appliances, furnishings and services); minus deductions for energy credits. The rental charges for dormitories and bunkhouses combines the charges for shelter, furnishings, utilities and related services into a single monthly, biweekly, weekly or daily rate. The monthly rental charge is multiplied by .4615, by .2308 and by .0333 to determine the biweekly, weekly and daily rates, respectively. The private rental market and the private market for related conveniences are dynamic with many factors affecting the determination of the NMRC. In an effort to maintain GFH rental rates in approximate balance with the changes which occur in the market place, GFH rental rates and charges for related conveniences will be established and adjusted in accordance with this paragraph.

4.4.2 Baseline Surveys or Appraisals. Baseline rental rates and charges for Government-provided utilities, appliances, furnishings and services will be established by a survey or appraisal of the private rental market, as follows:

- A. At least every fifth year or when the CPI-MBRR has been increased by 40 percent through application of the rent series of the CPI, whichever occurs first.
- B. Any year when changes in the private rental market in the nearest established community indicate a need to adjust the CPI-MBRR on the basis of a survey or appraisal.
- C. The National Housing Council may determine a more frequent regional survey should be conducted.

4.4.3 Annual Adjustments to Net Monthly Rental Charge (NMRC). In the interim years between baseline surveys or appraisals, the components of the NMRC must be adjusted, if necessary, to reflect fluctuations in the market place. These annual adjustments will be made as follows:

- A. **Monthly Base Rental Rates.** The CPI-MBRR will be adjusted annually by applying the percentage change in the CPI rent series from the month and year that the last baseline regional survey or appraisal was conducted. Although the new rates will be effective at the beginning of the first full pay period that starts on or after March 1 of each year, the adjustment will be based on the CPI level as of the preceding September. The percentages to be used for survey and appraisal based rental adjustments will be provided to each bureau/office by the QMIS Program Manager.
- B. **Utility Charges.** If necessary, utility charges will be reviewed and adjusted annually to ensure that charges for Government-furnished utilities reflect current market costs. Where rental charges are based upon regional surveys, the QMIS Program Manager will adjust all utility charges by amounts coinciding with the changes in the appropriate components of the September CPI. Where appraisals are used, the charges will reflect the average residential rates for the utilities in the nearest established community as of September. The revised charges will be effective at the beginning of the first full pay period that starts on or after March 1 of each year.
- C. **Charges for Appliances, Furnishings and Services.** If necessary, these charges will be reviewed and adjusted annually to ensure that charges for Government-furnished appliances, furnishings and services reflect current market costs. Where rental charges are based upon regional surveys, the QMIS Program Manager will update the nationwide schedule of charges for these items. Where appraisals are used, the charges may reflect the average costs of these items in the nearest established community as of September, or the charges may be taken from the nationwide schedule of charges published by the QMIS Program Office. However, bureaus/offices must make an election as to which method will be used in non-survey areas; the adjustment approaches cannot be selectively applied or alternated to obtain the most favorable rates from either the tenants' or Government's standpoint. The revised charges will be effective at the beginning of the first full pay period that starts on or after March 1 of each year.
- D. **Isolation Adjustment Factor (IAF).** The IAF will be recomputed and published by the QMIS Program Manager to reflect the Government temporary duty mileage allowance for privately owned automobiles, published by GSA September 30 each year. The new IAF will be used to compute the isolation adjustment applicable to rents being charged effective at the beginning of the first full pay period in March of each year. The IAF will remain in effect until the following March and will *not* be recomputed every time GSA changes the mileage allowance.
- E. **Energy Credits.** The QMIS Program Manager will recalculate and revise, if necessary, credits for the energy used to operate Government wells and sump pumps, sewer lifts, radon gas mitigation systems, base radios, or remote control units, when the energy required to operate these units is included in the utility bills of GFH occupants. Revised energy credits will be applied to rents being charged effective at the beginning of the first full pay period that starts on or after March 1 each year.

4.4.4 Annual Adjustments to Prospective or Recently Conducted Surveys or Appraisals.

Baseline surveys and appraisals occur at different times for different GFH units. To streamline the administrative process and eliminate confusion, annual adjustments will be applied to every survey region, each year, regardless of whether or not a survey or appraisal

is scheduled to be conducted. These adjustments will be effective at the beginning of the first full pay period that starts on or after March 1. Additionally, all surveys or appraisals performed throughout the year will become effective at the beginning of the first full pay period that starts on or after March 1 of the following year. Rental adjustments for these surveys will be based upon the cost changes from the actual date of the survey/appraisal through September. For example, if the survey/appraisal month is scheduled in April 2010, CPI-related rental adjustments are implemented for the 2010 rents beginning the first full pay period on or after March 1, 2010. The rental adjustments will be applied to the new survey/appraisal results from April 2010 through September 2010, and take effect the first full pay period in March 2011.

4.4.5 Annual Review Requirements. Bureaus/Offices will review the Government Housing Inventory (where surveys are used) or other basis for rental charges (where appraisals are used) annually. These reviews will be conducted in time to be incorporated in new baseline survey or appraisal rental charges, or in interim annual rental adjustments.

4.5 Implementation of Rental Charges.

4.5.1 Implementation Schedule. Baseline survey rental charges will be implemented as specified in the regional survey reports issued by the QMIS Program Office. Baseline appraisal rental charges will be implemented as directed by bureau/office National Housing Officers. Annual adjustments during interim years between baseline surveys or appraisals will be implemented at the beginning of the first full pay period on or after March 1 (see paragraph 4.4.4 for further guidance). Rental adjustments resulting from resurveys will be implemented as specified by the QMIS Program Manager; those resulting from reappraisals will be implemented as specified by bureau/office National Housing Officers. Rental charges for newly constructed or acquired GFH units will be determined prior to occupancy by survey or appraisal and will be communicated to the tenant prior to occupancy.

4.5.2 Documentation of Net Monthly Rental Charge.

- A. **Baseline Surveys and Appraisals.** The QMIS Program Office will maintain the documentation for all regional surveys. Documentation for each appraisal will be maintained by the office which performed or contracted for the appraisal. Copies of regional survey reports and appraisals will be maintained at the installation, regional or area offices and the bureau/office headquarters.
- B. **Annual Adjustments.** The QMIS Program Office will prepare and maintain the documentation for all annual adjustments to regional surveys. Documentation for annual adjustments to each appraisal will be prepared and maintained by the office which performed or contracted for the appraisal. Copies of annual adjustment summaries for regional survey reports and appraisals will be maintained at the installation, regional or area offices and the bureau/office headquarters.
- C. **Individual GFH Rental Determinations.** Bureaus/Offices will document the calculation of the NMRC by preparing a Rent Computation Schedule ([Form DI 1880](#)) for each GFH unit. This schedule contains the detailed calculations used in determining the NMRC, and along with the Notice of Rental Adjustment ([Form DI 1882](#)), is used to implement baseline surveys and appraisals, annual rental

adjustments, and rental adjustments made to reflect changes in the configuration or setting of a GFH unit. Bureaus/Offices, with the approval of the QMIS Program Manager, may use machine produced facsimiles of these forms. Together, these forms are the official record of notice to GFH occupants of a change in rental charges. Bureaus/Offices will attach the Rent Computation Schedule to the Notice of Rental Adjustment. A copy of these forms will be provided to the GFH occupant; other copies will be retained at the installation housing office and the regional/area housing office.

- 4.5.3 Tenant Notification - Current Occupant.** Where revised rental charges are to be implemented, whether due to baseline surveys or appraisals, annual adjustments, or inventory changes, the rental charges (biweekly payroll deduction) will not be implemented until at least 30 days after the tenant has received notification in writing of the basis and the amount of the charge. Where revised charges are the result of new baseline surveys or appraisals, this notice will inform the tenant of the right to request for reconsideration of the rental rate as well as the office or official(s) to which the request must be submitted. The Quarters Assignment Agreement ([Form DI 1881](#)) includes a provision for automatic implementation of revised rates without need for execution of a new assignment agreement. Tenant notification will be provided through the use of completed Forms DI 1880 and 1882. Every reasonable effort should be made to ensure these forms are delivered to the occupant. Reasonable delivery methods include, but are not limited to, hand delivery, mail (certified mail), or electronic mail (for electronic versions). Receipt of notice will be deemed effective upon placing the notice in the United States mail for delivery or upon hand delivery to the employee or upon delivery verification by electronic mail.
- 4.5.4 Tenant Notification - Initial Occupancy.** These procedures apply when notifying prospective tenants of the rental charges which will be assessed upon their occupancy of GFH. Bureaus will establish the NMRC for housing and related conveniences prior to assignment of housing. Prior to occupancy, bureaus/offices will provide prospective occupants with completed copies of Forms DI 1880, DI 1881, DI 1882, and other documents required in paragraph 3.5.2. Prospective occupants will not be allowed to occupy GFH units until they have signed all required documents, including the Notice of Rental Adjustment, Form DI 1882. The 30-day tenant notification period required in paragraph 4.5.3, is not required in connection with initial occupancy.
- 4.5.5 Implementation of Rental Charge.** Automatic implementation of revised rental rates and charges for related conveniences will be made at least 30 days after the notification specified in paragraph 4.5.3. As 5 U.S.C. 5911(c) provides for rental collections through payroll deductions, bureaus/offices will collect rental charges through payroll deductions whenever possible. Revised rental rates and charges for related conveniences will be collected whether or not the GFH occupant signs a new rental agreement. Signing the agreement does not nullify appeal rights. **Refusal to sign is cause for eviction.**
- 4.5.6 Rental Period.** Rental rates will be established on a biweekly basis for housing and related conveniences, except that rates for dormitory rooms, transient housing and similar accommodations may also be set on a daily, weekly or monthly basis. The QMIS Program Office will determine these rates.
- 4.5.7 Incremental Implementation.** If surveys, appraisals or annual adjustments increase rental and related conveniences charges by 25 percent and/or \$100 or more above current charges,

such increases may be imposed incrementally over a period not to exceed one (1) year, on the condition that they be applied in equal increments on at least a quarterly basis. If the increase in charges is less than 25 percent or \$100, bureaus/offices must implement the increase in full. This incremental implementation does not apply to initial occupancy but rather only those that are currently occupying the affected GFH units.

4.5.8 Employees in Leave or Furlough Status. Employees who continue to occupy GFH units while on leave or furlough, with or without pay, will continue to be charged for housing. In lieu of collecting rental charges from employees during periods of furlough, the estimated rental obligations during projected furlough periods may be added to the rental obligation during periods of employment. The total obligation may be prorated over the period of employment to allow the collection of rental charges for periods of furlough through payroll deductions. The Quarters Assignment Agreement ([Form DI 1881](#)) will reflect the Net Monthly Rental Charge and the monthly and biweekly rental charges that will be established to account for housing occupancy during periods of furlough. Employees on leave or furlough for more than 30 days may vacate housing and make it available for reassignment. No charge will be made to the employee in leave or furlough status once housing is made available for reassignment.

4.6 Possessory Interest Tax⁶⁰.

4.6.1 Policy. The U.S. Supreme Court has held that the imposition of a possessory use tax on the occupancy rights of a tenant occupying GFH is a valid exercise of the taxing power of a state and its political subdivisions.

A. The argument can be advanced that under OMB Circular A-45 the real property tax paid by a private landlord is represented by a portion of the monthly contract rent. Since this charge is not excluded from the contract rent in determining the base rental rate for comparability purposes, the GFH rental charge already reflects the real estate tax for comparable private rental property. To allow the occupant of GFH to pay a possessory use tax to a local taxing authority thus amounts to a double charge to the occupant.

B. Since the actual charge to be levied in future years by those states which have statutory authority to collect a possessory use tax would not be determinable at the time of rental rate establishment, exclusion of an estimated annual tax in establishing the base rental rate is considered inappropriate.

4.6.2 Procedure. Where a GFH occupant provides evidence of payment of a possessory interest tax based upon the value as determined by a state or local taxing authority of the tenant's use and occupancy of GFH, the amount of the tax will be returned to the occupant without interest. Reimbursement is made by offset against future rent payments or by lump sum payment as determined by the bureau/office. Where reimbursement is sought by a former tenant or non-bureau/office employee, any refund will be dependent upon prevailing accounting restrictions. Such refunds are exempt from the adjustment limitation provisions described in paragraph 4.3.1.

⁶⁰ Some States refer to this as a "Leasehold Excise Tax" – the terms are interchangeable.

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

CHAPTER 5
HOUSING PROGRAM MANAGEMENT

- 5.1 Records Maintenance
- 5.2 Claims Against the Government
- 5.3 Disposition of Housing Rental Income
- 5.4 Requests for Reconsideration/Appeals
- 5.5 Employee Participation in Rate Setting Process
- 5.6 Exceptions

5.1 Records Maintenance. This paragraph prescribes the maintenance of housing rental program records at several administrative levels. These records will be disposed of in compliance with General Records Schedule 15, Housing Records. Bureaus/Offices will retain records at the levels stated below. For specific information on records retention, consult your bureau/office records manager.

A. **Project/Installation Level.** The records specified below should be maintained at the facility level and also be available for tenant review.

- (1) General Program Data
 - Justification for New or Replacement Housing
 - Housing Requirements Analysis (HRA)
 - Government Housing Inventory
 - Regional Survey Report or Appraisal Report(s)
 - Annual Adjustment Schedules and Instructions
 - Revocable Licenses or Use Permits
 - Justification/Verification of Inadequate GFH Amenities
 - QMIS Data
- (2) Tenancy Data
 - Certification of Required Occupancy
 - Quarters Assignment Agreement
 - Housing Occupancy/Vacancy Inspection Form
 - Notice of Rental Adjustment
 - Isolation Adjustment
 - Excessive Heating/Cooling Deduction
 - Lead-Based Paint Notification Form

B. **Bureau Regional/Area Office.** The records specified below should be maintained at the bureau regional or area office level.

- (1) General Program Data
 - Justification for New or Replacement Housing
 - Housing Requirements Analysis (HRA)
 - Government Housing Inventory
 - Regional Survey Report or Appraisal Report(s)
 - Annual Adjustment Schedules and Instructions
 - Revocable Licenses or Use Permits
 - Justification/Verification of Inadequate GFH Amenities
 - QMIS Data
- (2) Tenancy Data
 - Certification of Required Occupancy
 - Notice of Rental Adjustment
 - Excessive Heating/Cooling Deduction

C. **Bureau Headquarters.** The records specified below should be maintained at the bureau/office Headquarters level.

- (1) General Program Data
 - Justification for New or Replacement Housing
 - Housing Requirements Analysis (HRA)
 - Regional Survey Report or Appraisal Report(s)
 - Annual Adjustment Schedules and Instructions
 - Revocable Licenses or Use Permits
 - QMIS Data
- (2) Tenancy Data
 - Certification of Required Occupancy

5.2 Claims Against the Government. Housing occupants who have experienced damages resulting from loss of or damage to personal property, from personal injury or from death, may file claims against the Government under the authorities shown below. Since the Government's liability and the amount of settlement may be less than the amount claimed, tenants should consider the desirability of obtaining "renters" insurance. Housing rental receipts will not be used as the source of funds from which claims settlements are paid.

- A. **Federal Tort Claims Act.** Housing occupants and other individuals may file claims for damages resulting from property losses, property damage, personal injuries and death where it is alleged that the damages resulted from the negligent or wrongful acts or omissions of employees of DOI. Specific guidelines regarding the processing of tort claims within DOI are found in 451 DM 1.
- B. **Military Personnel and Civilian Employees Claims Act of 1964.** DOI employees may file claims for loss of or damage to personal property if the loss or damage is incident to the occupancy of Government housing. This authority excludes claims for personal injury or death. The maximum settlement allowed under this authority (31 U.S.C. 3721) is \$40,000⁶¹

⁶¹ "If, however, the claim arose from an emergency evacuation or from extraordinary circumstances, the amount settled and paid under the authority of the preceding sentence may exceed \$40,000, but may not exceed \$100,000."

(see also Public Law 100-565), and DOI may provide a lesser settlement. Claims under this authority are based upon the occurrence of loss or damage, and it is not necessary to establish that the damages resulted from negligence, wrongful acts or omissions on the part of the Government. Specific guidelines regarding these claims may be found in 451 DM 3.

- C. **Government Liability Limitations.** The reference in DI 1881 to Government liability limitations is advisory in nature, serving to put tenants on notice that the Government's liability may be less than amounts claimed.

5.3 Disposition of Housing Rental Income. Public Laws 98-473 and 100-446 require that rents and charges collected for the use or occupancy of GFH will be deposited in a special fund in each bureau/office to remain available until expended for the maintenance and operation of the housing program of the bureau/office. The use of rental income for housing unit maintenance and operation is in addition to other maintenance funds in bureau/office budgets. Bureaus/Offices will establish controls to ensure that housing rental income is spent only for the purposes intended by the Congress. The following examples of authorized uses of housing rental income are provided to assist bureaus/offices in complying with the intent of the Congress.

- A. Maintenance and repair of housing units.
- B. Housing maintenance inspections, and inspections prior to occupancy and vacation.
- C. Maintenance and repair of water/sewer lines between the housing units and the water/sewer main.
- D. Maintenance and repair of streets, streetlights, driveways and sidewalks in the immediate vicinity (neighborhood) of the housing unit.
- E. Installation, maintenance and repair of utility systems which provide direct service to Government housing.
- F. Acquisition, installation and repair of appliances and furnishings in housing.
- G. Costs directly associated with the disposal or demolition of housing and of furnishings and appliances used in housing.
- H. Program management costs (including salary costs) directly associated with managing the housing program, including funding for the National Housing Officer.
- I. Law enforcement and fire protection costs directly related to Government housing⁶².
- J. Purchase or provision of utilities and services used by housing occupants where utilities and services are not available to individual housing occupants directly from private suppliers.

5.4 Requests for Reconsideration/Appeals. Employee-tenants have the right to contest any aspect (except evictions) of the housing management and rental rate establishment processes. (See 3.8.6 for appeal policy related to evictions.) The two steps for doing so are (1) requests for reconsideration

⁶² If the housing inventory reflects that these amenities are missing, rental receipts cannot be used for these purposes. No more than three percent of the rental receipts may be expended for fire protection; no more than three percent may be expended for law enforcement.

and (2) appeals. Bureaus/Offices must ensure that employee-tenants are aware of their rights and the procedures for exercising these rights.

A. **Requests for Reconsideration.** A request for reconsideration is the first step in the appeal process. It is a written request by the employee-tenant for reconsideration of any (except evictions) aspect of the housing management or the rate establishment processes. (See 3.8.6 for appeal policy related to evictions.) It is a prerequisite to an appeal to the Office of Hearings and Appeals. Only employee-tenants may request reconsideration of housing management and rental rate determinations. Non-Federal tenants may not seek reconsideration or subsequent appeal.

- (1) Employee-tenants may request reconsideration of rental rates, adjustments, or other charges, whenever they believe the housing units have been improperly classified by erroneous factual determinations, or rates have not been established within these guidelines or those of OMB Circular A-45. The request for reconsideration will be made in writing, outlining in detail the basis for the request and the names of all occupants participating in the request for reconsideration. The request will be filed with the appropriate office or official(s) within 30 days following receipt of the notice of change in rate.
- (2) The filing of a request for reconsideration will not serve to delay implementation of the revised rental rates and related conveniences charges. However, the employee will be credited with whatever overpayment, if any, resulted during the period from the date the rental increase became effective to the date the rate is modified. Conversely, the employee will pay the Government whatever underpayment, if any, resulted during this period.
- (3) The bureau/office reviewing official will issue a written decision on a request for reconsideration within 30 days of receiving it. The failure of the responsible bureau/office official to issue a decision within 30 days of receiving a request for reconsideration will be deemed a decision of denial, and grounds for appeal. While bureaus/offices may have additional review steps, these do not extend the 30-day response time.
- (4) Employee-tenants have the burden of proof on a request for reconsideration and subsequent appeal as to questions of fact.

B. **Appeals.** An appeal is a written request by the employee-tenant to the Office of Hearings and Appeals (OHA), 801 N. Quincy Street, Suite 300, Arlington, VA 22203, for an examination of the issues raised in a request for reconsideration. The appeal will be filed within 30 days of receipt of a decision on a request for reconsideration. The filing of a request for reconsideration and a decision thereon are prerequisites to an appeal. The Director, OHA, will refer the appeal to an Ad Hoc Board consisting of one or more persons. The decision of the Ad Hoc Board will be final. The appeal to the OHA will be the sole procedure for appeal from the bureau/office reviewing official's decision on reconsideration. Appeals will be subject to the following conditions:

- (1) Matters not raised in the initial request for reconsideration will not be considered on appeal.

- (2) Appeals undertaken as to either existing or proposed rates will be adjudicated as of the date the rate increases were implemented.
 - (3) The filing of an appeal will not postpone implementation of a proposed rate pending adjudication of the appeal.
 - (4) Where an appeal results in a revision of the rental rate, the employee-tenant will be credited with whatever overpayment, if any, resulted during the period from the date the rental increase changes were implemented to the date of the appeal decision. Conversely, the employee-tenant will pay the Government whatever underpayment, if any, resulted during this period.
 - (5) PAM will have the right to intervene in any appeal concerning the housing program. The OHA will direct a copy of all incoming appeals to: DOI Housing Program Manager, PAM, (MIB-MS-2607), 1849 C Street, N.W., Washington, DC 20240. A separate copy will be sent to the Associate Solicitor - Division of General Law, who will appoint a DOI Counsel to represent DOI before the Ad Hoc Board in those cases where PAM intervenes. When PAM desires to intervene⁶³, it will do so in writing to the appellant and OHA within 30 days of receiving its copy of the appeal. Thereafter, the appellant will furnish copies of all submissions on appeal to PAM.
 - (6) An appeal will specify the errors alleged and will list the names of all employee-tenants participating in the appeal. Errors or occupants will not be considered unless they have been so specified and listed. A failure to specify the errors alleged is cause for summary dismissal of the appeal by the Ad Hoc Board.
 - (7) Except as otherwise specifically provided herein, an appeal will be conducted in conformance with 43 CFR Part 4, Subparts A, B, and G.
- C. For employees in an official leave or travel status at the time rental rates and related charges are issued, the time period for filing a request for reconsideration or appeal will be extended accordingly.
- D. Implementation of the annually scheduled CPI adjustment will not serve as a vehicle for reexamination of the survey process or appraisal. Baseline surveys or appraisals may only be contested within 30 days of receipt of the original notice of change in rate resulting from a survey or appraisal. Likewise, the annual adjustments themselves are not subject to request for reconsideration or appeal, as they are required by OMB Circular A-45.

5.5 Employee Participation in Rate Setting Process. Housing occupants will be provided full access to OMB Circular A-45, this Handbook and the survey or appraisal report used to establish the rental rates and the related conveniences charges. Pre-survey and post-survey meetings with the employees are recommended as an effective means of ensuring a full disclosure and understanding of survey actions. Employees should understand that rental rates and related conveniences charges are not negotiated. Neither employee-tenants nor representatives of employee organizations may conduct or accompany a person conducting an appraisal or a survey of private rental market comparables.

⁶³ The Housing Program Manager in PAM will provide copies of all interventions to the QMIS Program Manager for their records.

5.6 Exceptions. Efforts have been made in the preparation of this Handbook to allow for unusual circumstances that may exist with respect to the DOI Housing Management Program. Exceptions to the provisions of this Handbook must be requested in writing by bureaus/offices to PAM. The requests should be sent only when the bureau/office can demonstrate that they have exhausted all means available to them prior to submitting such a request. PAM will provide written notification if an exception is granted.

DEPARTMENT OF THE INTERIOR
HOUSING MANAGEMENT HANDBOOK

APPENDIX – FORMS

- Form DI 1871 – Justification for New or Replacement Quarters
- Form DI 1872 – Certificate of Required Occupancy
- Form DI 1874 – Rental Rate Comparability
- Form DI 1875 – Government Quarters Inventory
- Form DI 1876 – Isolation Adjustment
- Form DI 1878 – Excessive Heating/Cooling Deduction
- Form DI 1879 – Quarters Occupancy/Vacancy Inspection
- Form DI 1880 – Rent Computation Schedule
- Form DI 1881 – Quarters Assignment Agreement
- Form DI 1882 – Notice of Rental Adjustment
- Form GSA 1582 – Revocable License for Non-Federal Use of Real Property
- Form OS 2000 – Private Rental Survey – Houses, Apartments and Mobile Homes
- Form OS 2001 – Private Rental Survey – Trailer Spaces

**U.S. DEPARTMENT OF THE INTERIOR
JUSTIFICATION FOR NEW OR REPLACEMENT QUARTERS**

Bureau: _____ Installation Name/Org. Code: _____

Is This a Part of the Approved Quarters Management Program? Yes No

Nearest Established Community: _____ Miles From Installation: _____

Number of Quarters Required: New: _____ Replacement: _____

Number of Quarters at Installation: Permanent: _____ Seasonal: _____

Number of Employees at Installation: Permanent: _____ Seasonal: _____

When were Last Quarters Acquired? _____ How Many: _____ Kind: _____

Justification for quarters. Briefly summarize the justification set forth in the Housing Requirements Analysis (HRA):

Availability of alternative private housing (sale or rental); include various rental/purchase prices for different size homes, apartments, etc.

Recommended By: _____ Date: _____

Reviewed & Concurred By: _____ Date: _____

Approval Recommended By: _____ Date: _____

Approval By: _____ Date _____

U.S. DEPARTMENT OF THE INTERIOR
CERTIFICATE OF REQUIRED OCCUPANCY

Installation Name/Org. Code: _____ Position No.: _____

Position Title: _____ Series No.: _____ Grade: _____

Justification: (check one or more boxes, below, as appropriate)

Occupancy of the subject quarters by the above occupant is mandatory under the requirements of 5 U.S.C. 5911 because: (identify isolation, necessary service, protection of life, property or resource, etc.)

Occupancy of the subject quarters is a condition of employment.

Occupancy of the subject quarters is for the convenience of the Government.

Subject quarters are on the Government's premises.

Prepared By: _____
Signature Title Date

Recommended: Yes No

Signature Title Date

Approved: Yes No

Signature Title Date

U.S. DEPARTMENT OF THE INTERIOR

**MONTHLY BASE RENTAL RATE REPORT
GOVERNMENT FURNISHED QUARTERS**

Bureau: _____ Installation: _____

Organization Code: _____ Quarter No.: _____

Nearest Established Community (city, state, county): _____

Conclusion: In connection with the monthly base rental rate setting process, I have examined _____ rental properties. Of those found to be the most comparable to the subject Government furnished quarters, the Monthly Contract Rent ranged from \$_____ to \$_____ per month, as shown in part 3. After adjusting for differences (between the subject quarters and each comparable), the Net Adjusted Rents of the comparables ranged from \$_____ to \$_____, per month.

My concluding estimate of the Monthly Base Rental Rate for the subject Government furnished quarters is:

\$_____ per month, as of _____ (Month and Day) _____ (Year)

Certification of Staff Appraiser: I hereby certify that I have examined the property described, and that the estimate as developed in this report represents my unbiased judgment of the present reasonable monthly base rental rate as defined in OMB Circular A-45 and the Departmental Quarters Handbook (400 DM), subject only to all of the assumptions and limitations specifically set forth herein.

I further certify that I have no present or future interest in the property or in the affected government employees that would influence the preparation and conclusions of this report.

Prepared and certified by: _____ (Staff Appraiser) _____ (Date)

Certification of Review Appraiser: I have reviewed this report and hereby certify to the technical competency of the report as prepared in accordance with OMB Circular A-45 and the Departmental Quarters Handbook (400 DM).

Prepared and certified by: _____ (Review Appraiser) _____ (Date)

RENTAL RATE COMPARABILITY FORM

Considerations	GFQ	Comparable #1		Comparable #2		Comparable #3	
	Data	Data	Adjustments (+ or -)	Data	Adjustments (+ or -)	Data	Adjustments (+ or -)
Monthly Contract Rent	\$	\$	xxxxxxxxxx	\$	xxxxxxxxxx	\$	xxxxxxxxxx
Rent Class							
Effective Age							
Finished Sq Ft							
Unfinished Basement Sq Ft							
No. of Rooms							
No. of Bedrooms							
No. of Bathrooms							
Heating System							
Cooling Systems							
Fireplace							
No. of Stories							
Insulation							
Yard Improvements							
Farage/Carport							
Exterior Condition							
Interior Condition							
Storage							
Appliances							
Utilities							
Other (Specify)							

Net Adjustments	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Net Adjusted Rent (monthly contract rent minus net adjustments)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

U.S. DEPARTMENT OF THE INTERIOR
MONTHLY BASE RENTAL RATE REPORT
GOVERNMENT FURNISHED QUARTERS

Comments upon or explanation of adjustment made on page 2 of 3: (attach extra sheet, if needed)

Narrative comments: Briefly describe the established community, the major influences upon the real estate market, and the major types of private rental units available. State cancellation agreements, if other than 30 days. Discuss vacancy rates; ranges of rental values by property types; the relationship between the nearest established community and the quarters site; the name, organization and qualifications of the person who inspected the properties; special trends and temporary or seasonal economic conditions influencing market rental charges; and other pertinent factors. (Attach extra sheets if needed.)

Government Housing Inventory

- Add Record Delete Record Change Record

Q1 Agency _____ Installation _____
 Quarters I.D. No. _____

LOCATION

- L1** Quarter Name (e.g. unique name, address, meaningful identifier) _____
L2 Survey Region _____ (AK, AN, AS, CB, CL, CU, GU, HI, IM, MS, NE, NM, NC, PL, OW, SE)
L3 Nearest Established Community (NEC) and State _____
L4 One-way Miles between housing unit and nearest established community (round to nearest mile):
 Paved Road _____ Unpaved/Improved Road _____ Unimproved Road _____
 Water/Special _____ Air _____
L5 Mgmt Unit/Prop System Mgmt ID _____
L6 Facility Mgmt No/Prop Equip ID _____
L7 Justification of Housing Unit is Approved

STRUCTURE

- | | |
|--|--|
| <p> S1 Rent Class:
 <input type="checkbox"/> Apartment
 <input type="checkbox"/> Boat
 <input type="checkbox"/> Cabin
 <input type="checkbox"/> Dormitory
 <input type="checkbox"/> House <input type="checkbox"/> Plex
 <input type="checkbox"/> Mobile Home
 <input type="checkbox"/> Trailer Pad/Space (for a Tenant RV)
 <input type="checkbox"/> Travel Trailer (Govt-owned RV) </p> <p> S2 Date Built (mm / dd / yyyy)
 _____ / _____ / _____ </p> <p> S3 Interior Condition:
 <input type="checkbox"/> Excellent <input type="checkbox"/> Poor
 <input type="checkbox"/> Good <input type="checkbox"/> Obsolete
 <input type="checkbox"/> Fair <input type="checkbox"/> Not Applicable </p> <p> S4 Exterior Condition:
 <input type="checkbox"/> Excellent <input type="checkbox"/> Poor
 <input type="checkbox"/> Good <input type="checkbox"/> Obsolete
 <input type="checkbox"/> Fair <input type="checkbox"/> Not Applicable </p> <p> S5 Insulation:
 <input type="checkbox"/> Adequate <input type="checkbox"/> None
 <input type="checkbox"/> Minimum </p> <p> S6 Gross Finished Floor Space (sq. ft.):
 Finished Basement _____ , _____
 First Floor _____ , _____
 Other Floor(s) _____ , _____ </p> <p> S7 Official Business Use Space (sq. ft.):
 Finished Basement _____ , _____
 First Floor _____ , _____
 Other Floor(s) _____ , _____ </p> <p> S8 Unused Finished Space (sq. ft.):
 Finished Basement _____ , _____
 First Floor _____ , _____
 Other Floor(s) _____ , _____ </p> <p> S9 Unfinished Basement _____ , _____ </p> <p> S10 Planned Tenants (if > 1) _____ </p> | <p> S11 Rooms _____
 No. Used _____ </p> <p> S12 Bedrooms _____
 No. Used _____ </p> <p> S13 Bathrooms _____
 No. Used _____ </p> <p> S14 Dorm Rooms _____ </p> <p> S15 <input type="checkbox"/> One-Car Garage (No. _____) </p> <p> S16 <input type="checkbox"/> Two-Car Garage (No. _____) </p> <p> S17 <input type="checkbox"/> Carport (No. _____) </p> <p> S18 Current Use:
 <input type="checkbox"/> QMIS
 <input type="checkbox"/> Office
 <input type="checkbox"/> Training
 <input type="checkbox"/> Conference
 <input type="checkbox"/> Shop
 <input type="checkbox"/> Storage
 <input type="checkbox"/> Excess
 <input type="checkbox"/> Destroy
 <input type="checkbox"/> Other </p> <p> S19 Carbon Monoxide Detectors
 No. _____ </p> <p> S20 Smoke Detectors
 No. _____ </p> <p> S21 <input type="checkbox"/> Handicap Accessible </p> <p> S22 <input type="checkbox"/> Seasonal Use Only </p> <p> S23 <input type="checkbox"/> Fire Sprinklers </p> <p> S24 Lead Based Paint (LBP):
 <input type="checkbox"/> No LBP Hazard (built in 1978 or after)
 <input type="checkbox"/> Inspected/No Hazard - LBP does not exist*
 or did exist and was mitigated*
 <input type="checkbox"/> Inspected/Hazard - LBP does exist*
 <input type="checkbox"/> Not Inspected - LBP existence is unknown*
 <i>*All known LBP information must be given
 to each tenant, with a LBP brochure,
 per EPA regulations 42 USC 4852d</i> </p> |
|--|--|

AMENITIES / ADJUSTMENTS					PROPERTY/SERVICES (PROVIDED BY GOVERNMENT)			
Check if Amenity is OK or Exists:					For each item listed, insert the number provided by the Govt and the fuel used: C =Coal; E =Electricity; F1 =Fuel Oil 1; F2 =Fuel Oil 2; G =Natural Gas; P =Propane; W =Wood			
A1	<input type="checkbox"/> Adequate Water Service				P1	Base Radio (<i>electric credit</i>)	Number:	Fuel:
A2	<input type="checkbox"/> Adequate Electric Service				P2	Cable TV	_____	_____
A3	<input type="checkbox"/> Adequate Fuel for Heating/Cooking				P3	Central Cooling (Evaporative)	_____	_____
A4	<input type="checkbox"/> Adequate Police Protection				P4	Central Cooling (Refrigerated)	_____	_____
A5	<input type="checkbox"/> Adequate Fire Protection				P5	Central Heating (Electric Resistance)	_____	_____
A6	<input type="checkbox"/> Adequate Sanitation				P6	Central Heating (Forced Air)	_____	_____
A7	<input type="checkbox"/> No Significant Noise or Odors				P7	Central Heating (Heat Pump)	_____	_____
A8	<input type="checkbox"/> Sidewalks				P8	Central Heating (Hot Water)	_____	_____
A9	<input type="checkbox"/> Street Lights				P9	Central Heating (Panel)	_____	_____
A10	<input type="checkbox"/> Paved Streets				P10	Central Heating (Solar)	_____	_____
A11	<input type="checkbox"/> Phone - Land Line or Cellular Available in Unit				P11	Community Dryer (not coin-op)	_____	_____
A12	<input type="checkbox"/> No Phone; No Land Line or Cellular Available in Unit				P12	Community Freezer	_____	_____
A13	<input type="checkbox"/> Phone Nearby; Land Line or Cellular Available within 100 yards of Unit				P13	Community Pool	_____	_____
A14	<input type="checkbox"/> Loss of Privacy _____%				P14	Community Washer (not coin-op)	_____	_____
	Describe: _____				P15	Dishwasher	_____	_____
A15	<input type="checkbox"/> Excessive Size _____%				P16	Dryer	_____	_____
A16	<input type="checkbox"/> Inadequate Size _____%				P17	Engine Heater	_____	_____
A17	<input type="checkbox"/> Excessive Heating/Cooling -\$ _____				P18	Fireplace	_____	_____
A18	<input type="checkbox"/> Additional Charges +\$ _____					<input type="checkbox"/> Primary Heating <input type="checkbox"/> Primary Cooking	_____	_____
	Describe: _____				P19	Fireplace Insert	_____	_____
A19	<input type="checkbox"/> Additional Deductions -\$ _____				P20	Firewood (no. of cords per year)	_____	_____
	Describe: _____				P21	Free-Standing Stove	_____	_____
UTILITIES (CONNECTED TO UNIT)						<input type="checkbox"/> Primary Heating <input type="checkbox"/> Primary Cooking	_____	_____
U1		Billed	Gov't	Average	P22	Freezer	_____	_____
		in Rent	Provides	Usage/mo.	P23	Furnished Rooms	_____	_____
	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	_____	P24	Hot Tub	_____	_____
	Fuel Oil #1	<input type="checkbox"/>	<input type="checkbox"/>	_____	P25	Lawn Care (<i>est. no. mowings per year</i>)	_____	_____
	Fuel Oil #2	<input type="checkbox"/>	<input type="checkbox"/>	_____	P26	Lawn Mower	_____	_____
	Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>	_____	P27	Maid Service	_____	_____
	Propane	<input type="checkbox"/>	<input type="checkbox"/>	_____	P28	Microwave	_____	_____
	Water	<input type="checkbox"/>	<input type="checkbox"/>	_____	P29	Premium Channels	_____	_____
	Sewer	<input type="checkbox"/>	<input type="checkbox"/>	_____	P30	Private Pool	_____	_____
COMMENTS					P31	Radon Mitigation Fan (<i>electric credit</i>)	_____	_____
					P32	Range (<i>credit if not provided</i>)	_____	_____
					P33	Refrigerator (<i>credit if not provided</i>)	_____	_____
					P34	Remote Control Relay (<i>electric credit</i>)	_____	_____
					P35	Satellite TV Service	_____	_____
					P36	Sewer Lift (<i>electric credit</i>)	_____	_____
					P37	Snow Removal (<i>est. no. removals per year</i>)	_____	_____
					P38	Space Heater	_____	_____
					P39	Storage Shed	_____	_____
					P40	Sump Pump	_____	_____
					P41	Trash Compactor (<i>electric credit</i>)	_____	_____
					P42	Trash Removal	_____	_____
					P43	Washer	_____	_____
					P44	Water Heater	_____	_____
					P45	Well Pump (<i>electric credit</i>)	_____	_____
					P46	Window A/C Evaporative	_____	_____
					P47	Window A/C Refrigerated	_____	_____

TENANT

T1 First Name _____ Last Name _____

T4 Arrival Date (mm/dd/yyyy) ____/____/____

T5 Type:

- | | |
|---|---|
| <input type="checkbox"/> 100-297 Grant | <input type="checkbox"/> Other Non-Federal |
| <input type="checkbox"/> 93-638 Tribal | <input type="checkbox"/> Permanent Federal |
| <input type="checkbox"/> Commission Corps | <input type="checkbox"/> Researcher Non-Federal |
| <input type="checkbox"/> Concessionaire | <input type="checkbox"/> Seasonal Federal |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Tribal |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Volunteer Non-Student |
| <input type="checkbox"/> Other Federal | <input type="checkbox"/> Volunteer Student |

T6 Tenant Pays Federal Rate (Per Contract)

T7 Room No. _____

T8 Department _____

T9 Grade/Rank _____

T10 Departure Date (mm/dd/yyyy) ____/____/____

T11 Required Occupant:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Necessary Service | <input type="checkbox"/> Protection |
|--|-------------------------------------|

T12 Tax Exempt:

- | |
|---|
| <input type="checkbox"/> Condition of Employment |
| <input type="checkbox"/> Convenience of the Government |
| <input type="checkbox"/> Housing on Government Premises |

T13 Termination Notice (days) _____

T14 Lease Start Date (mm/dd/yyyy) ____/____/____

T15 Lease End Date (mm/dd/yyyy) ____/____/____

➔ *Attach additional pg. 3 sheets if more than one Tenant*

TENANT APPLIANCES

If electric, propane or natural gas are **billed in rent**, inventory above-named tenant's appliances. Fuel used: **C**=Coal; **E**=Electric; **F1**=Fuel Oil 1; **F2**=Fuel Oil 2; **G**=Nat Gas; **P**=Propane; **W**=Wood

TA1	Number:	Fuel:
Dishwasher	_____	_____
Dryer	_____	_____
Engine Heater	_____	_____
Freezer	_____	_____
Hot Tub	_____	_____
Microwave	_____	_____
Range	_____	_____
Refrigerator	_____	_____
Satellite Dish	_____	_____
Space Heater	_____	_____
Trash Compactor	_____	_____
Washer	_____	_____
Window AC Evap	_____	_____
Window AC Refrig	_____	_____

INVENTORY COMPLETED BY

Name _____
 Position _____
 Date _____

**U.S. DEPARTMENT OF THE INTERIOR
ISOLATION ADJUSTMENT**

Installation Name: _____ Org. Code: _____ Quarter No.: _____
 Prepared By: _____ Occupant's Name: _____
 Date Prepared: _____ Occupant's Position: _____

Step 1. Determine the one-way distance in miles (from the quarters to the nearest established community) for each affected category of transportation listed under category of travel. Enter mileage(s) in the appropriate block(s) under Column B. (For definitions of paved road, unpaved but improved road, see back of Form.)

Step 2. Multiply mileage figures entered in Column B by point values listed in Column A for each affected category of transportation to produce one-way points for each category. Add 29 points to the category 4 subtotal and 27 points to the category 5 subtotal to reflect relative differences in cost or time by use of these modes of travel.

Step 3. Add all categories of one-way points in Column C to produce total one-way points. **The total must exceed 30 points, or there is no adjustment for isolation.**

Category of Travel	Column A (points)	Column B (one-way miles)	Column C (one-way points)
(1) Paved road or rail	1.0 x	_____	= _____
(2) Unpaved but improved road	1.5 x	_____	= _____
(3) Unimproved road	2.0 x	_____	= _____
(4) Water, snowmobile, pack animal, foot, or other special purpose conveyance	2.5 x	_____ + 29	= _____
(5) Air	4.0 x	_____ + 27	= _____
		Total One-way Points	_____
		Isolation Adjustment Factor (IAF)	X _____
		Monthly Isolation Adjustment	= _____

Step 4. Multiply total one-way points (sum of Column C) by the IAF to produce the monthly adjustment for isolation, and round to the nearest whole dollar. (The IAF is release annually in November by the National Business Center QMIS Office.)

Approved/Concurred By: _____ Date: _____

DEFINITIONS OF ROAD TYPES

For the purpose of calculating the Isolation Adjustment, the following definitions apply.

Paved Road – Twenty feet or more in width. Pavement may be concrete, asphalt or macadam. Curbs and gutters not required.

Unpaved but Unimproved Road – Graded, drained and has a surface other than pavement (i.e., stone, gravel, etc.) of any width. Capable of accommodating at least one full-size passenger car.

Unimproved Road – May or may not be graded and has a dirt surface of any width.

**U.S. DEPARTMENT OF THE INTERIOR
EXCESSIVE HEATING/COOLING DEDUCTION**

Installation Name: _____ Org. Code: _____

Quarter No.: _____ Quarter Address: _____

Occupant Name: _____ Position: _____

INSTRUCTIONS

1. No deduction will be allowed if it is determined by qualified engineering or facility management personnel that the subject quarter meets or exceeds the construction, weather proofing and energy-efficient requirements recommended by local or national building codes for the area in which the quarter is located.
2. If the quarter is air conditioned, the quarter must lie in the official "air conditioning zone," where during the six warmest months of the year, the dry bulb temperature is 80 F or higher for over 650 hours, or the wet bulb temperature is 67 F or higher for over 800 hours. (Per OMB Circular A-45, Construction of Federally-funded Housing.) Deductions for excessive cooling costs shall not be allowed unless the subject quarter is located in an official air conditioning zone. Quarter is in "air conditioning zone:" Yes No
3. Enter on line 1 the average monthly cost of heating/cooling the subject quarter. This is determined by dividing the total annual heating/cooling cost by 12 (months.)
4. Enter on line 2 the average monthly cost of heating/cooling comparable but energy efficient housing plus 25 percent. This is determined by the procedures set forth in 400 DM.
5. Subtract line 2 from line 1. If a zero (0) or negative balance results, no deduction can be allowed. If a positive balance results, the amount on line 3 will be shown as the deduction on line 4.

COMPUTATION OF DEDUCTION

1. Average Actual Monthly Heating/Cooling Cost of Subject Quarters: \$ _____
(Attach documentation of prior 12 months of utility costs with meter readings)
2. Average Monthly Heating/Cooling Cost of Comparable but energy-efficient quarters:
(Use a QMIS estimate or estimate manually from Survey Report and CPI Memo)

Average Cost \$ _____ + 25% of avg. cost \$ _____ = \$ _____
3. Average Monthly Excessive Heating/Cooling Cost (line 1 minus line 2) \$ _____
4. Average Monthly Heating/Cooling Deduction \$ _____
(Enter "0" if line 3 is "0" or negative. If line 3 is positive, enter line 3.)

Certification: The heating/cooling costs for the above quarter has been compared with those of comparable housing, and adequate documentation, including necessary receipts, has been provided by the tenant. Based upon comparability and documentation, a deduction is is not allowable as indicated in line 4 above.

Prepared By: _____ Date: _____

Approved/Concurred By: _____ Date: _____

This deduction must be reviewed and recalculated annually.

U.S. DEPARTMENT OF THE INTERIOR

RENT COMPUTATION SCHEDULE

Installation/Org. Code: _____ Quarter No.: _____

Prepared By: _____ Date Prepared: _____

Occupant's Name: _____ Position: _____

Nearest Established Community: _____ Miles from Qtr: _____

1. Monthly Base Rental Rate Determination

- a. Monthly Base Rental Rate (MBRR) \$ _____
- b. Current Consumer Price Index (CPI) (_____% x line 1a) \$ _____
- c. CPI-Adjusted MBRR (total lines 1a and 1b) \$ _____

2. Administrative Adjustments to CPI-MBRR (if appropriate)

- a. Isolation (use Form DI 1876) (-)\$ _____
- b. Amenities (_____% of line 1c) (-)\$ _____
- c. Invasion of Privacy (_____% of line 1c) (-)\$ _____
- d. Inadequate Size (_____% of line 1c) (-)\$ _____
- e. Excessive Size (_____% of line 1c) (-)\$ _____

3. Adjustment Calculation

- a. Total Adjustments (total lines 2a through 2e) (-)\$ _____
- b. Calculate Adjustment Limitation:
 - 60% of line 1c = \$ _____ (with Isolation)
 - 50% of line 1c = \$ _____ (without Isolation)
 - (Use only one -- line 3a or 3b) (-)\$ _____
- c. Maximum Allowable Adjustment (lesser of 3a or 3b) (-)\$ _____

4. Monthly Charges for Utilities, Appliances, Furnishings and Services \$ _____

_____ Electricity	_____ Range	_____ Freezer	_____ Lawn care
_____ LP Gas	_____ Refrigerator	_____ Microwave	_____ Snow Rem
_____ Nat. Gas	_____ Washer	_____ Window AC	_____ Firewood
_____ Fuel Oil	_____ Dryer	_____ Furniture	_____
_____ Trash Rem	_____ Dishwasher	_____ F.S. Stove	_____
_____ Water	_____ F.P. Insert	_____ Satellite	_____
_____ Sewer	_____ Trash Comp	_____ Cable TV	_____

5. Excessive Heating/Cooling Adjustment (use Form DI 1877) (-)\$ _____

6. Credits for Electricity Used (-)\$ _____

_____ Well Pump _____ Base Radio _____ Sump Pump _____ Other

7. Net Monthly Rental Charge (Total lines 1c, 3c, 4, 5 and 6) \$ _____

8. Bi-Weekly Payroll Rental Deduction (line 7 x .4615) \$ _____

Daily Payroll Rental Deduction (line 7 x .0333) \$ _____

QUARTERS ASSIGNMENT AGREEMENT

INSTALLATION NAME & ORG. CODE: _____ Quarters No: _____
METHOD OF PAYMENT: _____ Occupant's Name: _____
[] Payroll Deduction: _____ *Occupant's Soc. Sec. No. _____
[] Bill for Collection _____ Prepared By: _____
Address: _____ Date Prepared: _____
[] Benefitting Account _____

- [] Bureau Employee [] Volunteer-in-Park [] Contractor's Employee
[] Essential Cooperator [] Federal Employee [] Other

The _____ (hereinafter called the bureau) hereby assigns to the above named occupant govern- ment quarters described above.

Rent shall be \$ _____ bi-weekly, as indicated on the attached Rent Computation Schedule. If occupant is a bureau employee, rent shall be payable bi-weekly through salary deductions in accordance with Section 75(a), Title 5, U.S. Code. If occupant is not a bureau employee, rent shall be payable _____ by cash collection. The rent shall be subject to automatic periodic adjustments due to rental surveys and in between rental surveys in accordance with Interior Property Management Regulations Part 114-52, utilizing the Department of Labor Rent Series of the Consumer Price Index (percentage changes) as the annual rent multiplier. The occupant will be notified in writing at least 30 days in advance of the rent adjustment. Rental surveys are usually conducted every five years. Consumer Price Index adjustments shall become effective the first full pay period in February of each year. A new Quarters Assignment Agreement will be required only when rates are revised pursuant to a rental survey.

Occupancy of the subject Quarters shall begin on _____. If occupant is a bureau employee, occupancy shall end upon expiration of occupant's employment at this location, unless previously terminated at the option of either party upon _____ days written notice. If occupant is not a bureau employee, occupancy shall end on _____, unless previously terminated at the option of either party upon 30 days written notice.

As a part of the consideration set forth above, the bureau will furnish occupant with the following equipment, utilities, and other services during the period of this assignment: _____

CERTIFICATION: Occupancy of the subject quarters by the named occupant [] is [] is not mandatory under the definition of required occupancy in 400 DM 3.2. (If occupancy is required, attach copy of Form DI 1872 Certification of Required Occupancy).

*Disclosure by Non-Departmental employee tenants of their social security number is voluntary. It is used as a basis for cross checking the identity of the tenants.

(CONTINUE ON REVERSE SIDE)

GENERAL TERMS AND CONDITIONS

1. Occupant may be evicted by the Bureau for:
 - (1) Breach of this Agreement
 - (2) Termination of this Agreement
 - (3) Serious threats to the public health and welfare.
2. The premises shall be used for residence purposes only. It shall not be assigned or sublet by occupant in whole or in part, nor shall any business be conducted on the premises unless authorized in writing by the bureau head or his/her designated representative.
3. Occupant shall keep the premises in clean, sightly, and safe (including mowing lawns/shoveling walks and driveways) condition at all times and, upon vacating, will leave the quarters in a clean and orderly condition. Upon moving-in, and upon vacating, a Quarters Inspection Form DI 1879 should be completed and signed by Occupant and designated bureau representative.
4. Occupant shall notify bureau of maintenance needs but shall make no repairs, alternations, improvements or addition to the premises unless authorized in advance in writing by the Bureau. All alterations, improvements or additions so authorized and made shall become and remain the property of the United States.
5. Occupant shall be charged normal rent for quarters during temporary periods of absence unless quarters are temporarily assigned to another paying tenant during absence of occupant.
6. Occupant shall occupy quarters and control his/her family and guests in such a manner as not to interfere with bureau operations at the installation.
7. The Installation Manager or his/her designated representative shall have free access to the premises at all reasonable hours with prior notice to occupant for the purposes of examining the same and to make repairs or alterations except for emergency situations.
8. Any damage to the premises resulting from neglect of occupant or from any cause except fire or reasonable wear and tear shall be repaired by occupant in accordance with No. 4 above. Any repairs so occasioned may be made by the bureau, and the cost to same to be reimbursed by occupant by cash payment or payroll deduction within 14 days.
9. We recommend that the tenant carry Homeowner insurance because Government liability is limited under the Tort Claims Act.
10. The bureau will maintain Quarters, paint exterior and interior, provide a window and floor covering, range, and refrigerator, where appropriate.

Other Conditions: _____

Subject also to any additional terms and conditions applicable to the installation and its Quarters as set forth on exhibit(s) _____ and _____ attached hereto and made a part thereof.

Date

By (Representative)

Date

By (Occupant)

Date Filed

NOTICE OF APPEAL RIGHT: You have the right to appeal rental rate adjustments, or other changes pursuant to the restrictions contained in IPMR 114-52.6. Appeals shall be adjudicated as of the date the appeal is filed. The filing of an appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal. When an appeal results in a revision of the rental rate, the employee shall be credited with whatever overpayment may have resulted during the period from the filing of the appeal to the date the decision is implemented. An appeal must be in writing, outlining in detail the basis for the appeal, within 20 days of the date notified above.

U.S. DEPARTMENT OF THE INTERIOR
NOTICE OF RENTAL ADJUSTMENT

Installation Name: _____ Org. Code: _____

Quarter No.: _____ Occupant Name: _____

Prepared By: _____ Date Prepared: _____

In accordance with the Quarters Assignment Agreement and the provisions of DM 400, it has been determined that an adjustment in your net monthly rental charge is necessary for the reason(s) indicated below:

- Resurvey/Reappraisal of Private Rental Market, per OMB Circular A-45
- Application of Consumer Price Index (CPI), per OMB Circular A-45
- Change in housing structure, amenities, services or furnishings provided by the Government
- Other

Previous Bi-weekly Rental Charge: \$ _____, last effective on _____, 20 ____.

Revised B-weekly Rental Charge: \$ _____, to be effective on _____, 20 ____.

The foregoing adjustment will result in an increase decrease in your biweekly rent of \$ ____.

If an increase exceeds the threshold set by OMB Circular A-45, it will be implemented in increments over 12 months in equal quarterly increases as follows:

Increment No. 1 – Effective Date: _____	Bi-weekly Amount: _____
Increment No. 2 – Effective Date: _____	Bi-weekly Amount: _____
Increment No. 3 – Effective Date: _____	Bi-weekly Amount: _____
Increment No. 4 – Effective Date: _____	Bi-weekly Amount: _____

Notice of Appeal Rights: You have the right to appeal this adjustment in accordance with DM 400. Appeals shall be adjudicated as of the date the appeal is filed. The filing of the appeal shall not result in postponing implementation of a proposed rate pending adjudication of the appeal. Where an appeal results in a revision of the rental rate, the employee shall be accredited with whatever overpayment may have resulted during the period from the filing of the appeal to the date the decision is implemented.

RECEIPT ACKNOWLEDGED

Certified Mail Receipt No.: _____ (Certified or Return Receipt Mail)

OR Occupant's Signature:

_____ Occupant's Signature	_____ Date Received	_____ Date Filed
-------------------------------	------------------------	---------------------

REVOCABLE LICENSE FOR NON-FEDERAL USE OF REAL PROPERTY	1. LICENSE NO.
---	----------------

A revocable license affecting the property described and for the purpose designated below is hereby granted to the licensee herein named, subject to all of the conditions, special and general, hereinafter enumerated.

2. NAME OF LICENSEE	3. ADDRESS
---------------------	------------

4. PROJECT DESIGNATION AND ADDRESS	5. MAXIMUM PERIOD COVERED	
	FROM	TO

6. CONSIDERATION (\$) _____

7. DESCRIPTION OF PROPERTY AFFECTED
(As shown on Exhibit _____, attached hereto and made a part hereof.)

8. PURPOSE OF LICENSE _____

9. By the acceptance of this license, the licensee agrees to abide and be bound by the following conditions:
I. SPECIAL CONDITIONS

That condition(s) No.(s) _____ was (were) deleted before the execution of this license.

GENERAL SERVICES ADMINISTRATION LICENSOR	LICENSEE
DATED <i>(Month, day, year)</i>	ACCEPTED <i>(Month, day, year)</i>
BY <i>(Signature)</i>	BY <i>(Signature)</i>
NAME	NAME
TITLE	TITLE

If Licensee is a Corporation, the following Certificate of Licensee must be executed:
CERTIFICATE OF CORPORATE LICENSEE

I certify that I was a Secretary of the corporation named as licensee herein; that the person who signed said license on behalf of the licensee was with said corporation; and that said license was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(CORPORATE SEAL)	NAME OF CERTIFIER _____ TITLE OF CERTIFIER _____ NAME OF LICENSE SIGNER _____ TITLE OF LICENSE SIGNER _____ SIGNATURE OF CERTIFIER _____
------------------	---

11. GENERAL CONDITIONS

a. **COMPLIANCE** . Any use made of property affected by the license, and any construction, maintenance, repair, or other work performed thereon by the licensee, including the installation and removal of any article or thing, shall be accomplished in a manner satisfactory to the General Services Administration, hereinafter referred to as GSA.

b. **STRUCTURES** . The licensee shall not place or construct upon, over or under the property any installation or structure of any kind or character, except such as are specifically authorized herein.

c. **LAWS AND ORDINANCES** . In the exercise of any privilege granted by this license, licensee shall comply with all applicable State, municipal and local laws, and the rules, orders, regulations and requirements of Federal governmental departments and bureaus.

d. **SANITARY CONDITIONS** . If this license gives possession of United States property, the licensee shall at all times keep the premises in a sanitary condition satisfactory to GSA.

e. **DAMAGE** . Except as may be otherwise provided by the Special Conditions above, no United States property shall be destroyed, displaced or damaged by the licensee in the exercise of the privilege granted by this license without the prior written consent of GSA and the express agreement of the licensee promptly to replace, return, repair and restore any such property to a condition satisfactory to GSA upon demand.

f. **INDEMNIFICATION** . The licensee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim, or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the exercise by the licensee of the privilege granted by this license, or any other act or omission of licensee, including failure to comply with the obligations of said license.

g. **STORAGE** . Any United States property which must be removed to permit exercise of the privilege granted by this license shall be stored, relocated or removed from the site, and returned to its original location upon termination of this license, at the sole cost and expense of the licensee, as directed by GSA.

h. **OPERATION** . the licensee shall confine activities on the property strictly to those necessary for the enjoyment of the privilege hereby licensed, and shall refrain from marring or impairing the appearance of said property, obstructing access thereto, interfering with the transaction of Government business and the convenience of the public, or jeopardizing the safety of persons or property, or causing justifiable public criticism.

i. **NOTICE** . Any property of the licensee installed or located on the property affected by this license shall be removed upon 30 days' written notice from GSA.

j. **GUARANTEE DEPOSIT** . Any deposit which may be required to guarantee compliance with the terms and conditions of this license shall be in the form of a certified check, cashier's check or postal money order in the amount designated above, payable to GSA.

k. **BOND** . Any bond required by this license shall be in the amount designated above, executed in manner and form and with sureties satisfactory to GSA.

l. **EXPENSE** . Any cost, expense or liability connected with or in any manner incident to the granting, exercise, enjoyment or relinquishment of this license shall be assumed and discharged by the licensee.

m. **FUTURE REQUIREMENTS** . The licensee shall promptly comply with such further conditions and requirements as GSA may hereafter prescribe.

n. **ATTEMPTED VARIATIONS** . There shall be no variation or departure from the terms of this license without prior written consent of GSA.

o. **NONDISCRIMINATION** . The licensee agrees that no person will be discriminated against in connection with the use made by the licensee of the property on the ground of race, color or national origin, nor will any person be denied the benefits of or be subjected to discrimination under any program or activity held, conducted or sponsored by the licensee in that any activity, program or use made of the property by the licensee will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 238, 252; 42 U.S.C. 2000d) and the applicable regulations of GSA (41 CFR Subpart 101-6.2).

The licensee will obtain from each person or firm, who through contractual or other arrangements with the licensee, provides services, benefits or performs work on the property, a written agreement whereby the person or firm agrees to assume the same obligations with respect to nondiscrimination as those imposed upon the licensee by law and will furnish a copy of such agreement to the licensor.

The breach by the licensee of conditions relating to nondiscrimination shall constitute sufficient cause for cancellation and revocation of the license.

PRIVATE RENTAL SURVEY
HOUSES – APARTMENTS – MOBILE HOMES

City and State:		
Address of Housing Sample:		
Name of Owner/Agent:		
Address of Owner/Agent:	Survey I.D. Number:	Community Code:
Survey Community and State:	Zip Code:	Owner/Agent Phone:

HOUSING DATA (FILL IN APPROPRIATE BLANKS AND CHECK BEST CHOICE)

<p>1. Year Constructed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>2. Gross Finished Floor Space of Each Individual Housing Unit (square feet)</p> <p>Basement <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>First Floor <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Other Floors <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>3. Gross Unfinished Basement Space <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>4. Number of Bedrooms <input type="text"/> <input type="text"/> <input type="text"/></p> <p>5. Number of Bathrooms <input type="text"/> <input type="text"/> <input type="text"/></p> <p>(note: .25 per fixture; shower only = .75)</p> <p>6. Number of Rooms <input type="text"/> <input type="text"/></p> <p>(excludes bathrooms)</p> <p>7. Exterior Condition</p> <p><input type="checkbox"/> A. Excellent <input type="checkbox"/> D. Poor</p> <p><input type="checkbox"/> B. Good <input type="checkbox"/> E. Obsolete</p> <p><input type="checkbox"/> C. Fair</p> <p>8. Interior Condition</p> <p><input type="checkbox"/> A. Excellent <input type="checkbox"/> D. Poor</p> <p><input type="checkbox"/> B. Good <input type="checkbox"/> E. Obsolete</p> <p><input type="checkbox"/> C. Fair</p> <p>9. Primary Heating Energy</p> <p><input type="checkbox"/> A. Natural Gas</p> <p><input type="checkbox"/> B. Liquid Propane Gas</p> <p><input type="checkbox"/> C. Fuel Oil</p> <p><input type="checkbox"/> D. Electricity – resistance heat</p> <p><input type="checkbox"/> E. Electricity – heat pump</p> <p><input type="checkbox"/> F. Coal</p> <p><input type="checkbox"/> G. Wood</p> <p><input type="checkbox"/> H. Solar</p> <p><input type="checkbox"/> I. None</p>	<p>10. Insulation</p> <p><input type="checkbox"/> A. Adequate <input type="checkbox"/> C. None</p> <p><input type="checkbox"/> B. Minimum</p> <p>11. Central Cooling System</p> <p><input type="checkbox"/> A. Refrigerated Air</p> <p><input type="checkbox"/> B. Evaporative Air</p> <p><input type="checkbox"/> C. Both <input type="checkbox"/> D. None</p> <p>12. Window Cooling</p> <p><input type="checkbox"/> No. of Refrigerated Air Units</p> <p><input type="checkbox"/> No. of Evaporative Air Units</p> <p>13. Exterior Appearance</p> <p><input type="checkbox"/> A. Wood (includes clapboard, shingle, pressboard, etc.)</p> <p><input type="checkbox"/> B. Metal (includes metal siding)</p> <p><input type="checkbox"/> C. Brick <input type="checkbox"/> G. Cement Blk</p> <p><input type="checkbox"/> D. Stucco <input type="checkbox"/> H. Log</p> <p><input type="checkbox"/> E. Native Stone <input type="checkbox"/> I. Vinyl Siding</p> <p><input type="checkbox"/> F. Adobe <input type="checkbox"/> J. Other</p> <p>14. Trailer Pad Construction</p> <p><input type="checkbox"/> A. Hard Surface (cement, asphalt, etc.)</p> <p><input type="checkbox"/> B. Natural Surface (dirt, gravel, etc.)</p> <p><input type="checkbox"/> C. Not Applicable</p> <p>15. Garage/Carport</p> <p><input type="checkbox"/> A. Garage – Single Car</p> <p><input type="checkbox"/> B. Garage – Double Car</p> <p><input type="checkbox"/> C. Carport</p> <p><input type="checkbox"/> D. None</p> <p>16. Rent Class</p> <p><u>Single Family House</u></p> <p><input type="checkbox"/> A. 4 Bedroom</p> <p><input type="checkbox"/> B. 3 Bedroom</p> <p><input type="checkbox"/> C. 2 Bedroom</p> <p><input type="checkbox"/> D. 1 Bedroom</p> <p>(...continued)</p>	<p>16. Rent Class (continued...)</p> <p><u>Apartment Unit</u></p> <p><input type="checkbox"/> E. 3 Bedroom</p> <p><input type="checkbox"/> F. 2 Bedroom</p> <p><input type="checkbox"/> G. 1 Bedroom</p> <p><input type="checkbox"/> H. 0 Bedroom (Efficiency)</p> <p><u>Mobile Home</u></p> <p><input type="checkbox"/> M. Any Size</p> <p>17. Duplex / Triplex</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>18. Appliances Furnished by Landlord (insert #)</p> <p><input type="checkbox"/> Refrigerator</p> <p><input type="checkbox"/> Range</p> <p><input type="checkbox"/> Dishwasher</p> <p><input type="checkbox"/> Washer</p> <p><input type="checkbox"/> Dryer</p> <p><input type="checkbox"/> Freezer</p> <p><input type="checkbox"/> Microwave Oven</p> <p><input type="checkbox"/> Trash Compactor</p> <p>19. Services Paid for by Landlord</p> <p>Water (incl. well) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sewer (incl. septic) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Garbage <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Lawn Care <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Cable TV <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Satellite Dish hook-up <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Electricity <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Heating Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Firewood <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Snow Removal <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>20. Furnishings Provided by Landlord (enter # of furnished rooms) <input type="text"/> <input type="text"/></p>
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PRIVATE RENTAL SURVEY
HOUSES – APARTMENTS – MOBILE HOMES

<p>21. Fireplace</p> <p><input type="checkbox"/> A. Working Fireplace</p> <p><input type="checkbox"/> B. No Fireplace or Fireplace is Non-Working</p> <p>22. Is the Fireplace, Fireplace Insert or Fireplace Stove the Primary Heat Source?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>23. Free Standing Stove (i.e. a stove that is not inside of, attached to, in front of or vented through a fireplace)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>24. Is the Free Standing Stove the Primary Heat Source?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>25. Is the Free Standing Stove the Primary Cooking Appliance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
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NEIGHBORHOOD DATA

<p>26. Site Amenities</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;">Water Service (includes wells)</td> <td style="width:5%;"><input type="checkbox"/></td> <td style="width:10%;">Yes</td> <td style="width:5%;"><input type="checkbox"/></td> <td style="width:10%;">No</td> </tr> <tr> <td>Electricity</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Fuel Delivery/Storage</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Police Protection</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Fire Protection</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Sanitation Services (includes septic)</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Telephone Services</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td>Are Noise Levels/Odors Acceptable?</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td colspan="5">Miscellaneous Improvements:</td> </tr> <tr> <td> Paved Roads</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td> Sidewalks</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> <tr> <td> Street Lights</td> <td><input type="checkbox"/></td> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> </tr> </table>	Water Service (includes wells)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Electricity	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fuel Delivery/Storage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Protection	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Protection	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Sanitation Services (includes septic)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Telephone Services	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Are Noise Levels/Odors Acceptable?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Miscellaneous Improvements:					Paved Roads	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Sidewalks	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Street Lights	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<p>27. Monthly Contract Rental Rate (round to nearest dollar)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
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Street Lights	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No																																																													

Paperwork Reduction Act Statement: This information is being used to determine private sector rental rates for houses, apartments and mobile homes, and will be used to establish rental rates for occupants of government-furnished quarters. Response to this request is voluntary. No action may be taken against you for refusing to supply the information requested. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid Office of Management and Budget (OMB) control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 12 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate, or any other aspect of this form, to Office of the Secretary, Main Interior Building, Office of Acquisition and Property Management, 1849 C Street N.W., MS 5512, Washington, DC 20240.

Privacy Act Statement: Your participation is voluntary. If you do participate, you do not have to give us personal information in order to complete this form. The data obtained from you will be treated confidentially, and will be used only for statistical purposes – to measure private rental rates in your community and region. However, we reserve the right to contact you to clarify this information or to verify our contractor's performance. We will not disclose this information; it is published only in aggregate form. We do not give, sell or transfer any personal information to a third party. It will not be shared with other property managers or rental companies. Direct comments regarding the Privacy Act, or any other aspect of this form, to Office of the Secretary, Main Interior Building, Office of Acquisition and Property Management, 1849 C Street N.W., MS 5512, Washington, DC 20240.

Completed By: _____

Printed Name: _____

Date: _____

**PRIVATE RENTAL SURVEY
TRAILER SPACES**

City and State:		
Name of Trailer Park:		
Street Address of Park:		
Mailing City and State:	Survey I.D. Number:	Community Code:
Manager or Owner's Name:	Zip Code:	Manager/Agent Phone:

PARK/SITE DATA (FILL IN APPROPRIATE BLANKS AND CHECK BEST CHOICE)

<p>1. Single-Wide Sites</p> <p>A. Total Square Feet <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>B. Monthly Contract Rent (round to the nearest dollar) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>2. Double-Wide Sites</p> <p>A. Total Square Feet <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>B. Monthly Contract Rent (round to the nearest dollar) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>3. Year Trailer Park Constructed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>4. Trailer Pad Construction</p> <p><input type="checkbox"/> A. Hard Surface (cement, asphalt, etc.)</p> <p><input type="checkbox"/> B. Natural Surface (dirt, gravel, etc.)</p> <p>5. Community Laundry</p> <p><input type="checkbox"/> A. Complimentary Tenant Use</p> <p><input type="checkbox"/> B. Coin-operated Machines</p> <p><input type="checkbox"/> C. No Laundry Facilities in Park</p> <p>6. Community Swimming Pool</p> <p><input type="checkbox"/> A. Complimentary Tenant Use</p> <p><input type="checkbox"/> B. Tenants Pay to Use Pool</p> <p><input type="checkbox"/> C. No Pool in Park</p>	<p>7. Services Paid for by Landlord:</p> <p>Water (including wells) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sewer (including septic) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Garbage <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Lawn Care <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Cable TV <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Satellite Dish Hook-up <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Electricity <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Heating Fuel <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Snow Removal <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Site Amenities:</p> <p>Water Service (including wells) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Electricity <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fuel Delivery/Storage <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Police Protection <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fire Protection <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sanitation Services (including septic) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Telephone Services <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are Noise Levels/Odors Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Miscellaneous Improvements:</p> <p>Paved Roads <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sidewalks <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Street Lights <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Paperwork Reduction Act Statement: This information is being used to determine private sector rental rates for trailer spaces, and will be used to establish rental rates for occupants of government-furnished quarters. Response to this request is voluntary. No action may be taken against you for refusing to supply the information requested. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid Office of Management and Budget (OMB) control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 10 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate, or any other aspect of this form, to Office of the Secretary, Main Interior Building, Office of Acquisition and Property Management, 1849 C Street N.W., MS 5512, Washington, DC 20240.

Privacy Act Statement: Your participation is voluntary. If you do participate, you do not have to give us personal information in order to complete this form. The data obtained from you will be treated confidentially, and will be used only for statistical purposes – to measure private rental rates in your community and region. However, we reserve the right to contact you to clarify this information or to verify our contractor's performance. We will not disclose this information; it is published only in aggregate form. We do not give, sell or transfer any personal information to a third party. It will not be shared with other property managers or rental companies. Direct comments regarding the Privacy Act, or any other aspect of this form, to Office of the Secretary, Main Interior Building, Office of Acquisition and Property Management, 1849 C Street N.W., MS 5512, Washington, DC 20240.

Completed By: _____

Printed Name: _____ Date: _____