PROJECT NO.: <Project Number>

A. PROJECT DEFINITION/STATEMENT OF NEED

1. Requiring Agency(ies): <Agency Name>
2. Location of pending action: <Location>
3. Project background/trigger event: <Project Background/Trigger Event>
4. Federal inventory check: N/A
5. REXUS action type:
   - Extension (GSAM 570.405)
   Select the purpose of the extension:
   - Construction Delay
   - Customer DID Prep. Delay
   - Lack of Agency Funding
   - Lack of Agency POR
   - Lessor Delay
   - Market Conditions
   - Strategic Portfolio Scheduling
   - Tactical Considerations
   - Other (workload, agency leaving PBS inventory, forced move, FEMA emergency, etc)
   - Describe:
   Determine follow-on action for long-term housing solution, if applicable. _____

6. Current Lease Information:
   a) Current lease number: <Lease Number>
   b) Building name and address: <Building Name>, <Building Address>
   c) Current square footage:
      - <Current Square Footage RSF>/RSF
      - <Current Square Footage USF>/ABOA
   d) Current annual rent rate: <Existing Annual Rent per RSF>/RSF
   e) Lease expiration is: <Lease Expiration Date>

7. Procurement Method:
   - Other Than Full and Open Competition
   - Cost-Based Rationale (Succeeding/Superseding) <Cost or Mission Based Rationale>
   - Mission-Based Rationale for Limiting Competition <Cost or Mission Based Rationale>
   Describe the mission-based rationale: _____

8. Environmental Considerations
   a) A Floodplain Check was Performed with the Original Contract Acquisition:
      - Yes <Floodplain Check>
      - No (Perform a floodplain check) <Floodplain Check>
      - The leased location is not in a floodplain
      - The leased location is in a floodplain (consult NEPA Associate for more guidance before proceeding)
   b) Other NEPA considerations: N/A
9. Lease Terms
   a) Initial Term in Months: <Lease Term Months>
      Lease Term: From: <Lease Commencement Date> To: <Lease Expiration Date>
   b) Extension Term in Months: <Extension Term>

10. Total Extension Term Value
    a) Extension Term Value:
       $<Extension Term Value>

    b) Fully Serviced: <Fully Serviced>
       ☐ Yes ☐ No If No, then Net of ______

11. Prospectus Requirement Check
    Is a Prospectus required: ☐ Yes ☐ No <Prospectus Required>
    b) If yes, has a Prospectus been prepared: ☐ Yes ☐ No

If yes, provide Prospectus number: ______
Approved by House: ☐ Yes ☐ No Senate: ☐ Yes ☐ No
If no to either, explain the status: ______

12. Customer Funding Availability <OA Signed>
    a) Pro Forma (Draft) OA: signed by Customer:
       ☐ Yes
       ☐ Sent, but not signed
       ☐ Not required (extensions at current rent)

    b) OA type:
       ☐ Cancelable <OA Type>
       ☐ Non-Cancelable <OA Type>

D. ATTACHMENTS

☐ Market Research

E. REVIEW, CONCURRENCE, AND APPROVAL