



LAC-2019-02

June 7, 2019

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS, AND PBS REGIONAL
LEASE ACQUISITION OFFICERS

FROM: ALLISON H. AZEVEDO
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING
- PR

SUBJECT: Revisions to Leasing Desk Guide Chapter 1, Requirements
Development

1. **Purpose.** This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide, Chapter 1, Requirements Development, to implement:

- Executive Order 13853, Establishing the White House Opportunity and Revitalization Council, to encourage public and private investment in urban and economically distressed areas, including qualified opportunity zones;
- Executive Order 13834, Efficient Federal Operations, that directs agencies to reduce waste, cut costs, enhance the resilience of Federal infrastructure and operations, and enable more effective accomplishment of their mission;
- Updates to policy citations and web addresses.

2. **Background.**

- a. Executive Order 13853, Establishing the White House Opportunity and Revitalization Council, establishes a White House Council to encourage public and private investment in urban and economically distressed areas, including qualified opportunity zones. Opportunity Zones were added to the tax code by the Tax Cuts and Jobs Act on December 22, 2017 and are economically-distressed community where new investments, under certain conditions, may be eligible for preferential tax treatment.

- b. Consistent with 26 USC 1400Z–1, a “qualified opportunity zone” is a population census tract that is a low-income community that is designated as a qualified opportunity zone. A population census tract that is a low-income community is designated as a qualified opportunity zone if—
- not later than the end of the determination period, the chief executive officer of the State in which the tract is located—
 - nominates the tract for designation as a qualified opportunity zone, and
 - notifies the Secretary of the Treasury in writing of such nomination, and
 - the Secretary certifies such nomination and designates such tract as a qualified opportunity zone before the end of the consideration period.
- c. Leasing Desk Guide Chapter 1, Section 5, requires that GSA consult with or provide written notice to local government officials and consider their recommendations for and objections to a proposed selection site or space acquisition. As part of this consultation effort and to implement Executive Order 13853, GSA will request information from the appropriate local government officials concerning Qualified Opportunity Zones (<https://www.cdfifund.gov/Documents/Designated%20QOZs.12.14.18.xlsx>) and will consider their recommendations about these zones in establishing the delineated area.
- d. In addition, Executive Order 13834, Efficient Federal Operations revoked and replaced Executive Order 13693, Planning for Federal Sustainability in the Next Decade. However, both Orders uphold the Guiding Principles for Sustainable Federal Buildings.

3. Effective Date. This LAC is effective as of the date of issuance unless modified, canceled, or reissued.

4. Cancellation. Leasing Desk Guide Chapter 1, Requirements Development, April 30, 2016.

5. Applicability. This LAC and its attachments apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.

6. Instructions and Procedures. Instructions and procedures are attached.

Attachment 1, Summary and Filing Instructions

Attachment 2, Loose-leaf Leasing Desk Guide

Attachment 1

LAC 2019-02 Summary and Filing Instructions

Lease Acquisition Circular (LAC) 2019-02 issues the policy listed below:

Leasing Desk Guide Chapter 1, Requirements Development

This Lease Acquisition Circular (LAC) issues revisions to the Leasing Desk Guide, Chapter 1, Requirements Development, to implement:

- Executive Order 13853, Establishing the White House Opportunity and Revitalization Council, to encourage public and private investment in urban and economically distressed areas, including qualified opportunity zones.;
- Executive Order 13834: Efficient Federal Operations, that directs agencies to reduce waste, cut costs, enhance the resilience of Federal infrastructure and operations, and enable more effective accomplishment of their mission; and
- Updates to policy citations and web addresses.

LDG Filing Instructions

Part	Remove Pages	Insert Pages
Chapter 1, Requirements Development	1-i – 1-43	1-i – 1-44

Cover Page for Attachment 2