



FY 2023 SPACE COST ALLOCATION DETAILS

DYCD ID #: _____
CONTRACT TERM: _____
CONTRACTOR'S NAME: _____
LANDLORD'S NAME: _____
SITE ADDRESS: _____

CALCULATION OF SPACE USED BY PROGRAM AND COST ALLOCATED TO CONTRACT BUDGET

Total square footage of all space leased: _____ sf (a)
Square footage of space used by the program funded by this contract: _____ sf (b)
Space used by program as a percentage of total space leased: _____ % of total (c) [c = (b/a)]
Annual space cost: \$ _____ (d)
Cost applied to the DYCD contract: \$ _____ (e) [e = d * c]
Cost applied to the DYCD contract as a percentage of the annual space cost: _____ % [e/d]
Is the budget allocation charged to the contract (e, above) used for providing direct programmatic services? YES _____ NO _____ (check one)

Please provide a narrative that describes how the DYCD cost was calculated:

- Attach:
1) A copy of the current lease, mortgage statement, and/or month to month rental agreement and
2) A copy of the floor plan (annotated with dimensions of all space leased/mortgaged/rented and the dimensions of just the space used by the program funded by this contract).

FY 2023 SPACE COST ALLOCATION ATTESTATION

The use of this space involves an arrangement between DYCD Contractor (or affiliate) _____ and a landlord/lessor.

[insert name of DYCD funded organization]

The landlord/lessor is (check all that apply; at least one box must be checked):

1. A director or officer of the DYCD Contractor or affiliate or any other person with similar responsibilities, powers or influence over the DYCD Contractor;
2. Any person or entity that manages the DYCD Contractor or affiliate or a substantial portion of the Contractor or affiliate;
3. Any person or entity with influence or control over a substantial portion of the DYCD Contractor or affiliate's budget or expenditures;
4. Any relative¹ of any of the persons listed in the above #1-3;
5. An entity in which any of the above #1-4 has a 35% or greater ownership or beneficial interest, or for partnerships or professional corporations a direct or indirect ownership interest in excess of 5%;
6. None of the above apply.

By submitting this form, you understand and agree to provide such additional information as DYCD may require in order to determine whether the arrangement represents an improper related party transaction.

I hereby affirm that the space cost has been appropriately applied to this contract.

Executive Director

Date

Revised June 2022

¹ Relatives shall include spouse or domestic partner, ancestor, sibling or half-sibling, child, grandchild, great-grandchild, or the spouse or domestic partner of any relative in this list.

FOR INTERNAL DYCD USE ONLY

GC Review: Reviewer Initials: Result: Approved Denied