



FY 2024 SPACE COST ALLOCATION DETAILS

DYCD ID #: \_\_\_\_\_

DYCD CONTRACT TERM: \_\_\_\_\_

DYCD CONTRACTOR'S NAME: \_\_\_\_\_

LANDLORD'S NAME: \_\_\_\_\_

DYCD PROGRAM 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 2024 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 who manages the DYCD Contractor or affiliate or a substantial portion of the Contractor or affiliate;
3.  Any person with influence or control over a substantial portion of the DYCD Contractor or affiliate's budget or expenditures;
4.  Any relative<sup>1</sup> of any of 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.**

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**Executive Director**

**Date**

Revised March 2022

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<sup>1</sup> 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.

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**FOR INTERNAL DYCD USE ONLY**

GC Review: Reviewer Initials:    Result: Approved             Denied