

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective January 1, 2011

Policy No. AC:12.0

Allowable Costs – Rental Space

Purpose

To allow local agencies (LAs) to be reimbursed for rental space utilized for WIC clinics or in support of WIC activities

Authority

7 CFR Part 3016; OMB Circular A-87

Policy

LAs may request reimbursement for the cost of rental space if the state agency (SA) has granted prior written approval.

Procedures

- I. For new and relocated rental space, refer to [Policy GA:21.0](#).
- II. The following information shall be submitted in writing to the SA for approval before the expense is incurred:
 - A. Three 3 bids for comparable space;
 - B. monthly cost of the space; (shall be low bid unless adequate justification of best value is provided supporting other than low bid.)
 - C. total square footage of space;
 - D. length of lease;
 - E. agency or individual to whom rent is paid;
 - F. any known repairs needed prior to rental of the space;
 - G. facility address;
 - H. justification of need for rental space;
 - I. statement that space complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In extenuating circumstances, LA shall submit a plan

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- for serving individuals with disabilities if the space is not compliant; and
- J. an assurance that the procurement process is in compliance with Uniform Grants Management Standards (UGMS) and WIC policies.
- III. The SA shall approve or disapprove the request in writing. If low bid is not acceptable, request shall be evaluated on the merits of the justification in support of other than low bid.
- IV. The SA shall be notified if the space utilized or rental charge changes in any way. Material increases in rental costs require the solicitation of new bids.
- V. The solicitation of bids for rental space shall be made via local newspaper advertisements or, by posting a written notice for rental space in a public place such as a courthouse. Phone bids are not acceptable. The solicitation shall be posted for a minimum of three (3) working days.
- VI. Space rental costs shall be supported by documentation such as lease agreements, floor plans, cancelled checks, allocation method, and SA letter of approval.
- VII. Documentation shall also support the allocation among Administration, Nutrition Education, and Breastfeeding.