



Iowa Department of Human Services

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October 28, 2011

GENERAL LETTER NO. 24-C-AP-5

ISSUED BY: Division of Fiscal Management

SUBJECT: Management Manual, Title 24, Chapter C, Appendix, **PHYSICAL QUARTERS APPENDIX**, Title page, revised; Contents (page 1), revised; pages 14 and 15, new; and the following forms:

470-5057 *Amendment to Facility Lease Agreement*, new
470-5046 *Director's Sign-Off for Facility Leases*, new

Summary

Chapter 24-C-Appendix is revised to add new forms used to:

- ◆ Amend current facility lease agreements, and
- ◆ Obtain the Director's signature on new and amended leases.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 24, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
Title page	April 16, 2010
Contents (page 1)	April 16, 2010

Additional Information

Refer questions about this general letter to the director of the Division of Mental Health and Disability Services.

Revised October 28, 2011

Employees' Manual
Title 24
Chapter C Appendix

PHYSICAL QUARTERS

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Amendment to Facility Lease Agreement, Form 470-5057

Purpose	Form 470-5057 is used to make some amendments to a facility lease agreement without requiring the completion of a totally new lease.
Source	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.
Completion	This form is completed when a facility desires to amend a current facility lease.
Distribution	The facility will send the completed and signed form to the director of the Division of Mental Health and Disability Services.
Data	Section 2 of the form is to be modified to reflect the actual amendment using the template provided.



Amendment to Facility Lease Agreement

This amendment is to the lease agreement, effective (date), between the Iowa Department of Human Service's (facility's name) _____ and (contractor's name) _____.

The effective date of this amendment shall be _____, 20_____

Amendment number _____

Section 1: Amendment to the contract. The lease agreement is amended as of the amendment effective date as follows.

(Insert appropriate parts of lease agreement being changed from attached template.)

Section 2: Ratification and Authorization. Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery, and performance of this Amendment, and this Amendment constitutes a legal, valid, and binding obligation upon itself in accordance with its terms.

Section 3: Execution. In consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy, and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

Contractor,	Agency, Iowa Department of Human Services,
Signature of Authorized Representative:	Signature of Authorized Representative:
Printed Name:	Printed Name: Charles M. Palmer
Title:	Title: Director
Date:	Date:

Lease Modification Template

Lease Terms and Conditions Amendment (Use only those modified.)

Section 4 of the lease agreement, which sets forth the ending date of the lease agreement, is hereby modified to end on _____, 20_____

Section 2 of the lease, which sets forth the premises to be leased, is modified as follows:

Section 6 of the lease agreement, which sets forth how the leased space will be used, is modified as follows:

Appendix, section 1 of the lease agreement, which sets forth the method of payment, is modified as follows:

Appendix, section 2 of the lease agreement, which sets forth the method for calculating costs and rates, is modified as follows:

Appendix, section 3 of the lease agreement, which defines the support services to be provided and the method for calculating the costs, is modified as follows:

Appendix, section 4 of the lease agreement, which defines the professional services to be provided and the method of calculating the costs, is modified as follows:

(All other modifications of a lease agreement require the submittal of a new lease using *Department Institution Lease Agreement*, form 470-3765.)



Iowa Department of Human Services

Director's Sign-Off for Facility Leases

Lessee Name:

Facility Name:

Lease Action:

- New lease: *Department Institution Lease Agreement, form 470-3765*

Lessee:

- Other governmental agency
 Private not-for-profit

A check next to any of the following indicates a yes answer.

- The lessee's name has been verified to be the legal name.
- All required lease signatures are completed in all documents.
- Lease has been developed according to Department procedures and has been reviewed by employees for completeness and accuracy.
- New lease or lease extensions or modifications have been finalized for director's signature before effective date.

We recommend this action and verify that this lease action is ready for execution by the director:

Superintendent	Date
Division Administrator	Date

Director's Sign-Off for Facility Leases, Form 470-5046

Purpose	Form 470-5046 is used to obtain the approval of the lease amendment from the Department director.
Source	This form is not printed. It is available in electronic format on the DHS Enterprise Network, Hoover3s1/Support.771/Leases.
Completion	This form is completed by the facility and submitted with the <i>Amendment to Facility Lease Agreement</i> , form 470-5057.
Distribution	The facility will send the completed and signed form to the director of the Division of Mental Health and Disability Services.
Data	The data required is self-evident.