ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject:Facility and Space AcquisitionNumber: E 10Approved:Signature on FileDate: 07-08-02

POLICY

SSA divisions should, to the extent possible, submit space and facility needs as a part of the annual budget planning process. SSA/Administration has the responsibility of preparing an annual lease budget and space plans for all Social Services Agency needs. These plans, updated as needed, shall identify:

- A. All currently occupied facilities and type of occupancy by program;
- B. Whether the facility is County owned, leased (length of lease, annual cost), or co-occupied with another department/agency;
- C. All unmet or anticipated needs for space by SSA programs;
- D. Desired location, estimated size of facility needed and programs to be supported, parking requirements, any other special needs, and projected costs.