

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Policies
Subject: Facility and Space Acquisition

Number: E 10
Revision Date: 05/29/24

Approved: Signature on file

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.