

Use Case 020.RPM.L2.01 Occupying Agency-Managed Lease of High-security Non-Federal Real Property

End-to-End Business Process: 020.Acquire-to-Dispose

Business Scenario(s) Covered

- L1.04 High Security Real Property
- L2.03 Real Property Lease Managed by Occupying Agency
- L2.05 Expedited Real Property Space Need Fulfillment
- L2.06 Real Property Delegated Leasing Authority

Business Actor(s):

Agency Real Property Office, Finance Office, Procurement Office

Synopsis

A request for a real property space solution to fulfill an agency's urgent mission need for a high-security lab is developed, provided along with a description of the business need and urgency, and approved. Alternative acquisition approaches for fulfilling the urgent need for a high-security lab are evaluated based on risks, costs, and funding. A determination is made that the plausible acquisition approach for meeting the urgent real property need is to lease a high-security lab from a private entity using GSA's delegated leasing authority for special purpose space and for the mission program to forfeit input into the process to hasten fulfillment of the request. A feasibility study is conducted, and the results support the viability of leasing as the selected acquisition approach. A delegated leasing authority request, refined cost estimates and financial analyses for the lease needed to fulfill the agency's urgent mission need are developed and routed for review. A business case for the lease is developed and routed for review. Project management documents are developed and routed for review and approval. Procurement request documents, including federal real property beneficiaries and financers, are developed, and routed for review. Lease negotiations are conducted, and a lease amount is determined. Input on lease terms and conditions is developed and provided. The lease agreement is received, reviewed, and approved. A schedule of lease payments, showing amount to be applied to interest and amount to be applied to principal is developed. The lease between the landlord and the government agency is executed. Inspections and tests of the building and its components are completed satisfactorily. Information about the building is added to the agency's real property asset inventory and the OMB-designated repository, and information on the use of GSA's delegated leasing authority is provided to GSA PBS. Lease payments are disbursed to the landlord.

Assumptions and Dependencies

General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events necessary to trigger the Initiating Event have been completed.

Business Use Case Specific

- 2.1 Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 54 will be implemented for reporting periods beginning after September 2023.
- 2.2 Any of the business actors performing an RPM event have access to the RPM solution/service.
- 2.3 Any of the business actors performing an ACQ event have access to the ACQ solution/service.
- 2.4 Any of the business actors performing an FFM event have access to the FFM solution/service.
- 2.5 The commitment, obligation, and disbursement of funds is executed by FFM based on a request from ACQ which receives input from RPM.
- 2.6 Commitments (if any) and obligations are performed annually and not for the full term of the Lease.
- 2.7 Government-wide and organization-specific real property regulations, policies, guidance, and standards have been established.
- 2.8 The real property program strategy and plans have been established.
- 2.9 Benchmark cost information for alternative acquisition methods exists.
- 2.10 There are existing resources for feasibility assessment development services appropriate for use by the real property project.
- 2.11 In accordance with FMR Bulletin C-2, the agency confirmed its organizational structure can support the delegation of authority and is able to ensure compliance with all applicable laws, regulations, and GSA directives governing the lease acquisition.
- 2.12 The agency has appropriate approvals from OMB (within 10% of prospectus threshold), and/or Congress (at or above threshold), for the project budget.
- 2.13 The leased space requires no alterations to meet the agency's needs for a high-security lab.
- 2.14 The urgency of the request can be satisfied solely by the mission program forfeiting their input to the asset request fulfillment process.

Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during RPM events (Business Use Case Inputs or Outputs) that are considered RPM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).

- 3.2 For each type of RPM Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal records retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of an RPM Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once an RPM Federal record has met its records retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event	An agency identifies an urgent need for a high-security lab.
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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Develop and document draft request for real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information (RPM.020.010 Real Property Asset Needs Determination)</p> <p>b. Request funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Real property strategy and program plans Mission program business needs and justification information for real property space solution Amount budgeted for real property space solution 	<ul style="list-style-type: none"> Draft request for real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information^(FR) Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure
2		<p>a. Receive and process request for funds availability check for funds commitment for real property space solution</p> <p>c. Provide response to funds availability check for funds commitment for real property space solution (FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for funds commitment for real property space solution, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for funds commitment for real property space solution

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
3	<p>a. Receive response to funds availability check for funds commitment for real property space solution (RPM.040.060 Real Property Disbursements and Receipts)</p> <p>d. Submit request for real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> Response to funds availability check for funds commitment for real property space solution Draft request for real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information^(FR) 	<ul style="list-style-type: none"> Request for real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information^(FR)
4	<p>Receive, review, and approve request for real property space to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information (RPM.020.010 Real Property Asset Needs Determination)</p>		<ul style="list-style-type: none"> Request for real property space to fulfill the real property needs of a new mission program, including real property business needs information and required services^(FR) 	<ul style="list-style-type: none"> Approved request for a real property space to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information^(FR)
5	<p>Request funds commitment for real property space solution, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)</p>		<ul style="list-style-type: none"> Approved request for a real property space to fulfill an urgent mission need for a high-security lab, including real property business needs and urgency information^(FR) 	<ul style="list-style-type: none"> Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure
6		<p>Receive and process request for funds commitment for real property space solution and commit funds (FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds commitment for real property space solution, including line of accounting information using standard accounting code structure and government trading partner 	<ul style="list-style-type: none"> Appropriate funds commitment entries created with reference to source information

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
7	<p>a. Develop and document business needs statement for the request for real property space solution to fulfill an urgent mission need for a high-security lab</p> <p>b. Determine that none of the existing facilities from the current real property inventory can meet the real property project business needs and document results</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> Approved request for a real property space solution to fulfill an urgent mission need for a high-security lab, including real property business needs information^(FR) Information concerning previous real property projects that fulfilled needs similar to current request 	<ul style="list-style-type: none"> Business needs statement for the request for real property space solution to fulfill an urgent mission need for a high-security lab Determination that that none of the existing facilities from the current real property inventory can meet the real property project business needs^(FR)
8	<p>a. Retrieve and evaluate real property inventory information against business needs statement for the request for real property space solution to fulfill an urgent mission need for a high-security lab and record results</p> <p>b. Determine and document potential alternative acquisition approaches for meeting the real property project business needs</p> <p>c. Develop, document, and provide evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> Business needs statement for the request for real property space solution to fulfill an urgent mission need for a high-security lab^(FR) Real property inventory information Determination that that none of the existing facilities from the current real property inventory can meet the real property project business needs^(FR) Evaluation criteria information used for similar real property projects^(FR) 	<ul style="list-style-type: none"> Evaluation results for real property inventory information^(FR) Potential alternative acquisition approaches for meeting the real property project business needs^(FR) Evaluation criteria for potential alternative acquisition approaches for meeting the real property needs^(FR)

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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
9	<p>a. Evaluate market research information against evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>e. Determine and document risks associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>f. Develop and document risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs</p> <p>g. Develop and document high-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> ● Potential alternative acquisition approaches for meeting the real property project business needs^(FR) ● Evaluation criteria for potential alternative acquisition approaches for meeting the real property needs^(FR) ● Cost information from similar real property projects ● Labor and other direct costs information^(FR) ● Market research information^(FR) 	<ul style="list-style-type: none"> ● Market research information evaluation results^(FR) ● Risks associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) ● Risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) ● High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs

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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
10	<p>a. Evaluate potential alternative acquisition approaches against evaluation criteria and supporting information to determine plausible acquisition approach and record results</p> <p>h. Determine and document that the plausible acquisition approach for meeting the real property project business needs is to lease a high-security lab from a private entity using GSA's standing, delegated leasing authority for categorical special purpose space</p> <p>i. Provide plausible acquisition approach for meeting the real property project business needs</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> ● Risks associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) ● Risk mitigation strategies associated with potential alternative acquisition approaches for meeting the real property project business needs^(FR) ● High-level cost estimates and financial analyses for potential alternative acquisition approaches for meeting the real property project business needs ● Types and sources of available funding and resources for potential alternative acquisition approaches 	<ul style="list-style-type: none"> ● Potential alternative acquisition approaches against evaluation criteria and supporting information evaluation results^(FR) ● Plausible acquisition approach for meeting the real property project business needs^(FR)
11	<p>a. Capture impact information associated with plausible real property project acquisition approach</p> <p>j. Evaluate impacts of plausible real property project acquisition approach, develop impact mitigation strategies, and record results</p> <p>k. Develop, document, and provide viability information concerning plausible real property project acquisition approach</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> ● Impact information associated with plausible real property project acquisition approach 	<ul style="list-style-type: none"> ● Impact information associated with plausible real property project acquisition approach evaluation results^(FR) ● Impact mitigation strategies for plausible real property project acquisition approach^(FR) ● Viability information concerning plausible real property project acquisition approach^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
12	<p>a. Capture feasibility assessment and supporting information for plausible real property project acquisition approach</p> <p>l. Evaluate feasibility assessment and supporting information for plausible real property project acquisition approach, determine viability, and record results</p> <p>m. Determine and document that the selected acquisition approach for meeting the real property project business needs is to lease a high-security lab from a private entity using GSA's standing, delegated leasing authority for special purpose space</p> <p>n. Determine and document that the urgent nature of the request is best fulfilled by the mission program forfeiting input into the process</p> <p>o. Develop, document, and provide notification to the mission program that the urgency of the request is best satisfied by the mission program forfeiting input into the process</p> <p>(RPM.020.020 Real Property Project Feasibility Analysis)</p>		<ul style="list-style-type: none"> Feasibility assessment and supporting information for plausible real property project acquisition approach^(FR) 	<ul style="list-style-type: none"> Viability of plausible real property project acquisition approach^(FR) Feasibility assessment and supporting information for plausible real property project acquisition approach evaluation results^(FR) Selected acquisition approach for meeting the real property project business needs^(FR) Determination that that the urgent nature of the request is best fulfilled by the mission program forfeiting input into the process^(FR) Notification of determination to the mission program that the urgent nature of the request is best fulfilled by the mission program forfeiting input into the process^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
13	a. Develop and document request to GSA for the delegated leasing authority to acquire a lease for special purpose space, including supporting information. b. Provide the delegated leasing authority request to GSA c. Receive approval to execute the lease under the GSA-approved delegated leasing authority for the high-security lab (RPM.020.010 Real Property Asset Needs Determination)		<ul style="list-style-type: none"> Feasibility assessment and supporting information for plausible real property project acquisition approach evaluation results^(FR) High-level cost estimates and financial analyses for alternative acquisition approaches for meeting the real property project business needs 	<ul style="list-style-type: none"> Request to GSA for delegated leasing authority for a special purpose space Approved delegated leasing authority request
14	Develop, document, and provide refined cost estimates and financial analyses for the lease (RPM.020.030 Real Property Project Planning)		<ul style="list-style-type: none"> Market and benchmark cost information relevant to selected real property project approach and site^(FR) High-level cost estimates and financial analyses for alternative acquisition approaches for meeting the real property project business needs 	<ul style="list-style-type: none"> Refined cost estimates and financial analyses for the lease of a high-security lab^(FR)
15	a. Develop and document business case for the lease of a high-security lab p. Provide business case for the lease of a high-security lab q. Develop, document, and provide project management documents for the lease of a high-security lab r. Develop, document, and provide program of requirements for the lease of a high-security lab (RPM.020.030 Real Property Project Planning)		<ul style="list-style-type: none"> Approved delegated leasing authority request Business needs statement for the request for real property space solution Updated refined cost estimates and financial analyses for the lease of a high-security lab Real property project stakeholder roles and communications needs 	<ul style="list-style-type: none"> Business case for the lease of a high-security lab^(FR) Project management documents for the lease of a high-security lab^(FR) Program of requirements for the lease of a high-security lab^(FR)

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Typical Flow of Events

#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
16	Determine and provide input for procurement request, including supporting documentation (e.g., project management documents, program of requirements) for the lease of a high-security lab (RPM.020.050 Real Property Acquisition Preparation)		<ul style="list-style-type: none"> Project management documents for the lease of a high-security lab^(FR) Program of requirements for the lease of a high-security lab^(FR) 	<ul style="list-style-type: none"> Input for procurement request, including supporting documentation, for the lease of a high-security lab^(FR)
17		a. Develop and submit procurement request with supporting documentation for the lease of a high-security lab s. Receive procurement request with supporting documentation for the lease and route for review and approval (ACQ.030.040 Procurement Request & Funding)	<ul style="list-style-type: none"> Input for procurement request, including supporting documentation, for the lease^(FR) 	<ul style="list-style-type: none"> Approved procurement request with supporting documentation^(FR)
18		a. Receive approved procurement request with supporting information and develop solicitation for lease (ACQ.030.050 Solicitation) b. Issue solicitation for lease (ACQ.030.050 Solicitation) c. Receive and evaluate offeror lease proposals for consistency with solicitation submission instructions and record results (ACQ.040.010 Proposal Evaluation) d. Provide validated offeror lease proposals for technical and cost evaluation (ACQ.040.010 Proposal Evaluation)	<ul style="list-style-type: none"> Approved procurement request with supporting information^(FR) Offeror lease proposals 	<ul style="list-style-type: none"> Solicitation for lease Validated offeror lease proposals^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
19	a. Evaluate offeror lease proposals against evaluation criteria, identify plausible offeror, and record results t. Develop, document, and provide recommendations for plausible offeror and negotiations (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> Validated offeror lease proposals^(FR) Evaluation criteria for potential alternative acquisition approaches for meeting the real property project business needs^(FR) 	<ul style="list-style-type: none"> Validated offeror lease proposals evaluation results^(FR) Recommendations for plausible offeror and negotiations^(FR)
20		a. Develop, document, and provide negotiation information to plausible offeror (ACQ.030.040 Negotiations/Proposal Revisions) b. Receive plausible offeror updated lease proposal, evaluate technical and cost information, and record results (ACQ.040.010 Proposal Evaluation) c. Provide plausible offeror updated lease proposal for technical and cost evaluation (ACQ.040.010 Proposal Evaluation)	<ul style="list-style-type: none"> Recommendations for plausible offeror and negotiations^(FR) Market rates for similar properties in location 	<ul style="list-style-type: none"> Plausible offeror updated lease proposal for technical and cost evaluation^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
21	a. Evaluate offeror updated lease proposal against evaluation criteria and record results u. Develop, document, and provide recommendation for acceptance of plausible offeror updated lease proposal v. Document and provide ownership information, including immediate and highest-level owner and/or foreign beneficial ownership w. Document and provide foreign financing information (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> Plausible offeror updated lease proposal for technical and cost evaluation^(FR) 	<ul style="list-style-type: none"> Recommendation for acceptance of plausible offeror updated lease proposal^(FR) Ownership information, including immediate and highest-level owner and/or foreign beneficial ownership Foreign financing information
22	Determine, document, and provide rental costs, including lease agreement amount (RPM.030.010 Real Property Asset Acquisition)		<ul style="list-style-type: none"> Lease agreement amount Project management documents for the lease of a high-security lab^(FR) Refined cost estimates and financial analyses for the lease^(FR) 	<ul style="list-style-type: none"> Rental costs for the use of the high-security lab, including lease agreement amount^(FR)
23		Develop, document, and provide lease agreement award, including terms and conditions (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> Recommendation for acceptance of plausible offeror updated lease proposal^(FR) Input on lease agreement terms and conditions and other supporting information^(FR) 	<ul style="list-style-type: none"> Lease agreement award, including terms and conditions^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
24	<ul style="list-style-type: none"> a. Receive and review lease agreement award, including terms and conditions x. Determine and document schedule of payments for full term of lease, including the amount for interest and principal (e.g., time value of money) and lease incentive adjustments if applicable y. Develop, document, and provide approval of lease agreement award (RPM.030.010 Real Property Asset Acquisition) 		<ul style="list-style-type: none"> ● Lease agreement award, including terms and conditions^(FR) 	<ul style="list-style-type: none"> ● Approval of lease agreement award^(FR) ● Schedule of payments for full term of lease, including the amount for interest and principal payment^(FR)
25		Verify availability of and request obligation of funds for first year of lease, issue lease agreement award, and execute lease (ACQ.040.040 Contract Award)	<ul style="list-style-type: none"> ● Approval of lease agreement award^(FR) 	<ul style="list-style-type: none"> ● Request for obligation of funds for first year of lease agreement^(FR) ● Executed lease^(FR)
26	Develop, document, and provide request for unique identifier for high-security lab (RPM.040.010 Real Property Asset Information Management)		<ul style="list-style-type: none"> ● Executed lease^(FR) 	<ul style="list-style-type: none"> ● Request for unique identifier for high-security lab^(FR)

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
27	<ul style="list-style-type: none"> a. Determine unique identifier for high-security lab, update real property asset record, and document results b. Determine and document financial information for lease of space for a high-security lab, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information c. Provide request to record financial information for the lease of space for a high-security lab, including line of accounting information using standard accounting code structure d. Provide updates to the real property asset record and supporting information to the real property asset inventory and the OMB-designated repository (RPM.040.010 Real Property Asset Information Management)		<ul style="list-style-type: none"> ● Request for unique identifier for high-security lab^(FR) ● Real property asset record^(FR) 	<ul style="list-style-type: none"> ● Unique Identifier for high-security lab^(FR) ● Financial information for the leased space, including life, value, depreciation, and amortization information ● Updates to the real property asset record^(FR) ● Request to record financial information for the leased space, including line of accounting information using standard accounting code structure^(FR)
28		Receive and process request to record financial information for the leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, and record information (FFM.020.060 Financial Asset Information Reporting)	<ul style="list-style-type: none"> ● Request to record financial information for the leased space, including expected real property asset life, value, depreciation, amortization, interest, principal, and payment schedule information, including line of accounting information using standard accounting code structure^(FR) 	<ul style="list-style-type: none"> ● Appropriate leased space financial management information entries, including expected real property asset life, value, depreciation, and amortization information, created with reference to source information

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#	RPM Event	Non-RPM Event	Input(s)	Output(s) / Outcome(s)
29	a. Receive and review landlord rental invoice from OMB-approved electronic invoicing solution z. Request funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> Landlord rental invoice information^(FR) 	<ul style="list-style-type: none"> Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure
30		a. Receive and process request for funds availability check for lease payment to landlord aa. Provide response to funds availability check for lease payment to landlord (FFM.010.020 Fund Allocation and Control)	<ul style="list-style-type: none"> Request for funds availability check for lease payment to landlord, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Response to funds availability check for lease payment to landlord
31	a. Receive response to funds availability check for lease payment to landlord bb. Approve landlord rental invoice information cc. Submit disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure (RPM.040.060 Real Property Disbursements and Receipts)		<ul style="list-style-type: none"> Response to funds availability check for lease payment to landlord 	<ul style="list-style-type: none"> Approved landlord rental invoice^(FR) Disbursement request for lease payment to landlord, including line of accounting information using standard accounting code structure
32		Receive and process disbursement request for lease payment to landlord (FFM.030.070 Payment Processing – Commercial Payments)	<ul style="list-style-type: none"> Disbursement request for payment for lease payment to landlord, including line of accounting information using standard accounting code structure 	<ul style="list-style-type: none"> Disbursement to landlord